

Graham City Council
 Regular Session Agenda
 Tuesday, February 11, 2020 @ 6:00 P.M.



Meeting called to order by the Mayor
 Invocation and Pledge of Allegiance

1. Honorary Proclamations:

- Allen Maness – Proclamation of Commendation and Appreciation for 30 years 1 month of service to the City of Graham
- Jimmy Aiken – Proclamation of Commendation and Appreciation for 25 years 4 months of service to the City of Graham

2. Consent Agenda:

- a. Approve Minutes – January 13, 2020 Special Session
- b. Approve Minutes – January 14, 2020 Regular Session
- c. Approve Tax Releases & Refunds
- d. Approve Tax Collector's Mid-Year Report
- e. Approve Amendments to the City of Graham Traffic Schedule
- f. Approve the street closure request by Brian Faucette for the 100 blocks of East and West Elm Street on June 20, 2020 from 1:00 p.m. – 9:00 p.m. for the annual Slice of Summer event. Alternative date June 27, 2020
- g. Approve the street closure request by Brian Faucette for the 100 blocks of East and West Elm Street on October 30, 2020 from 2:00 p.m. – 10:30 p.m. for the annual Pumpkin Bash event. Alternative date November 6, 2020
- h. Approve the street closure request by Brian Faucette for the 100 block of West Elm Street on May 28th, June 25th, July 23rd, August 27th, September 10th and September 24th from 5:00 p.m. – 11:30 p.m. for the 2020 Thursdays at Seven Concert Series. Alternative dates in 2020: June 2, 4, 9, 11, 16, 18, 23, 30; July 2, 7, 9, 14, 16, 21, 28, 30; August 4, 6, 11, 13, 18, 20, 25; September 1, 3, 8, 15, 17, 22, 29; October 1, 6, 8
- i. Approve the street closure request by Shari Kumiega, of Together Community Events for the 100 block of West Elm Street and the adjacent parking lot off of West Elm Street on Saturday, June 13, 2020 from 1:00 p.m. – 9:00 p.m. for the Graham Food Truck Rodeo with the following conditions:
 - Provide a Certificate of Liability insurance meeting all City requirements
 - Schedule public safety personnel following the Extra Duty Solutions process
- j. Approve the street closure request by Culture Mill to close the 100 block of West Elm Street on May 29, 2020 from 5:00 p.m. – 11:00 p.m. for the Bal Populaire event with the following conditions:
 - Provide a Certificate of Liability insurance meeting all City requirements
 - Schedule public safety personnel following the Extra Duty Solutions process

3. Old Business:

- a. Utility Payment Policy Discussion
- b. Downtown Master Plan Discussion

4. Recommendations from Planning Board:

- a. Public Hearing: Reserve on 54 (CR2001). Application by Brandon Martin for rezoning property from R-12 to Conditional Rezoning (C-R) for 37 townhomes on Sunset Drive (GPIN 8884809576) **Tabled by Planning Board 1/21/2020**
- b. Valor Ridge (S2001). Application by David Michaels for subdivision of R-12 lots. Application for 114 lots on Parham Drive and Wildwood Lane (various GPIN's including 8883100157)
- c. Public Hearing: Text Amendment Planning Board Meeting Times (AM2001): An amendment to the existing Planning Board meeting date Ordinance, and to set voting for officers at the meeting following appointments

5. Boards & Commissions Appointments:

- a. Appearance Commission (1 Vacancy: expires 2021):

<i>Sarah Kathryn Barham</i>	<i>Stephanie Ruiz</i>
<i>William Copeland</i>	<i>Cheryl Ray</i>
- b. Tree Board (1 vacancy: expires 2022):

<i>Jada Fox</i>	<i>Beverly Scurry</i>
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6. Issues Not on Tonight's Agenda



Proclamation of Commendation and Appreciation to Allen Maness for His Service to the City of Graham

WHEREAS, Allen Maness diligently served the City of Graham from January 3, 1990 until January 31, 2020; and

WHEREAS, Allen retired as Fire Captain on January 31, 2020 with over 30 years of service; and

WHEREAS, his dedication and determination resulted in advancement from the Water & Sewer Distribution Department, where he held the positions of Maintenance Worker I and Maintenance Worker II, to the Fire Department, where he held of the positions of Equipment Operator, Inspector, Captain, and Interim Chief; and

WHEREAS, Allen has proven to be a repository of institutional knowledge and wisdom, providing aid and assistance to those of us fortunate enough to work alongside him; always ready to give sound advice grounded in his keen insights; and

WHEREAS, it is the desire of the City Council to extend their deepest appreciation to Allen for the excellent time and service he has afforded the citizens of Graham and his fellow employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT: Allen be commended for his outstanding public service to the City of Graham.

BE IT FURTHER RESOLVED THAT: an expression of appreciation be extended to Mr. Allen Maness in the form of this Proclamation of Commendation and Appreciation, and that this Proclamation become a part of the official records of the City of Graham for all of time, and the original thereof be presented to him in person.

This the 11th day of February 2020.

**Jerry Peterman, Mayor
City of Graham**



Proclamation of Commendation and Appreciation to Jimmy Aiken for His Service to the City of Graham

WHEREAS, Jimmy Aiken diligently served the City of Graham from September 6, 1994 until January 31, 2020; and

WHEREAS, Jimmy retired as Water Plant Superintendent on January 31, 2020 with over 25 years of service; and

WHEREAS, his dedication and determination resulted in advancement from Water Plant Operator I, to Water Plant Operator II, to Water Plant Operator III, and ultimately Water Plant Superintendent; and

WHEREAS, Jimmy has proven to be a repository of institutional knowledge and wisdom, providing aid and assistance to those of us fortunate enough to work alongside him; always ready to give sound advice grounded in his keen insights; and

WHEREAS, it is the desire of the City Council to extend their deepest appreciation to Jimmy for the excellent time and service he has afforded the citizens of Graham and his fellow employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT: Jimmy be commended for his outstanding public service to the City of Graham.

BE IT FURTHER RESOLVED THAT: an expression of appreciation be extended to Mr. Jimmy Aiken in the form of this Proclamation of Commendation and Appreciation, and that this Proclamation become a part of the official records of the City of Graham for all of time, and the original thereof be presented to him in person.

This the 11th day of February 2020.

**Jerry Peterman, Mayor
City of Graham**

**CITY OF GRAHAM
SPECIAL SESSION
MONDAY, JANUARY 13, 2020
6:00 P.M.**

The City Council of the City of Graham met in special session at 6:00 p.m. on Monday, January 13, 2020, in the Conference Room of the Municipal Building located at 201 South Main Street.

Council Members Present:

Mayor Jerry Peterman
Mayor Pro Tem Chip Turner
Council Member Melody Wiggins
Council Member Jennifer Talley
Council Member Ricky Hall

Staff Present:

Frankie Maness, City Manager
Aaron Holland, Assistant City Manager
Darcy Sperry, City Clerk
Bryan Coleman, City Attorney
Tommy Cole, Fire Chief
Billy Clayton, GPD Administrative Support

Mayor Jerry Peterman called the meeting to order and presided at 6:00 p.m.

Mayor Peterman advised that the City had received a request from Farm Bureau to close the 100 block of East Elm Street on April 18, 2020 for a community event. Without objection, Mayor Peterman asked the request be added to the January 14, 2020 regular session agenda.

Council Members reviewed the items on the January 14, 2020 agenda and a general discussion ensued. City Manager Frankie Maness advised that there had been a change to language to the Acceptance of Public Streets and Right of Ways for the Challenge subdivision. By consensus, it was determined that there would not be a Council Liaison appointed to the Canine Review Board, the Housing Authority, the Local Firefighter's Relief Fund and the Planning Board. Mayor Peterman directed City Clerk Darcy Sperry to amend the January 14, 2020 Agenda/Agenda Packet and supply Council Members with the amended Agenda Packet and notify the public accordingly.

At 8:15 p.m., Mayor Pro Tem Chip Turner made a motion to adjourn, seconded by Council Member Melody Wiggins. All voted in favor of the motion.

Darcy Sperry, City Clerk

**CITY OF GRAHAM
REGULAR SESSION
TUESDAY, JANUARY 14, 2020
6:00 P.M.**

The City Council of the City of Graham met in regular session at 6:00 p.m. on Tuesday, January 14, 2020, in the Council Chambers of the Municipal Building located at 201 South Main Street.

Council Members Present:

Mayor Jerry Peterman
Mayor Pro Tem Chip Turner
Council Member Melody Wiggins
Council Member Jennifer Talley
Council Member Ricky Hall

Staff Present:

Frankie Maness, City Manager
Aaron Holland, Assistant City Manager
Darcy Sperry, City Clerk
Bryan Coleman, City Attorney
Bob Ward, City Attorney
Nathan Page, Planning Director
Jeff Prichard, Police Chief
Tommy Cole, Fire Chief
Duane Flood, Police Lieutenant
Billy Clayton, GPD Administrative Support
Jason Cook, Volunteer Fire Captain

Mayor Jerry Peterman called the meeting to order and presided at 6:00 p.m. Mayor Peterman gave the invocation and everyone stood to recite the Pledge of Allegiance.

Consent Agenda:

- a. *Approve Minutes – December 2, 2019 Special Session*
- b. *Approve Minutes – December 3, 2019 Regular Session*
- c. *Approve Minutes – December 12, 2019 Special Session*
- d. *Approve Tax Releases*

CITY OF GRAHAM RELEASE ACCOUNTS			
JANUARY			
<u>ACCT#</u>	<u>YEAR</u>	<u>NAME</u>	<u>AMOUNT RELEASED</u>
663553	2019	BURGNER, HANS NEWTON	165.49
440666	2019	SHOFFNER, RICHARD W	29.18
		BOAT WAS DOUBLE LISTED	
		BOAT NOT LOCATED IN CITY LIMITS	

- e. *Approve Agreement for Emergency Dispatch and Communications Services with the City of Burlington*
- f. *Approve Amendments to the Code of Ordinances - Officials Page*

AMEND AS FOLLOWS: Effective 1/14/2020

Gerald R. Peterman
Mayor

Brice Caldwell Turner II
Mayor Pro Tem

Melody L. Wiggins
Ricky C. Hall
Jennifer L. Talley
City Council

Jesse Franklin Maness
City Manager

J. Bryan Coleman
City Attorney

Robert M. Ward
City Attorney

Darcy L. Sperry
City Clerk

g. Approve Acceptance of Public Streets and ROW's for The Challenge Subdivision

h. Approve Graham Public Library Lease Agreement with Alamance County

Mayor Peterman asked Council Members if they would like to pull any of the items from the Consent Agenda. Council Member Ricky Hall asked to pull item “e”.

Council Member Melody Wiggins made a motion to approve items “a”, “b”, “c”, “d”, “f”, “g”, “h” and “i” on the Consent Agenda, seconded by Mayor Pro Tem Chip Turner. All voted in favor of the motion.

Concerning item “e”, Council Member Hall stated that he believed this move would be a disservice to the City and City residents. Mayor Peterman asked City Manager Frankie Maness to read the staff report.

Mr. Maness, Police Chief Jeff Prichard, Fire Chief Tommy Cole, Police Lieutenant Duane Flood, Volunteer Fire Captain Jason Cook and Police Department Administrative Support Billy Clayton fielded questions from Council Members. A lengthy discussion about cost, safety, radio transmission failure, Viper Network, Tron Network, maintenance of radios and coverage area ensued. Council Members were informed of situations where radio transmission failed, putting first responders and victims at risk.

Mr. Tom Boney of the Alamance News stepped forward and expressed concern with Graham approving this agreement after the Burlington City Council. Additionally, Mr. Boney expressed concern with the lack of discussion about the current level of service from the County.

Mr. Boney asked about designated staff, installation costs and the timeframe for the switchover should this be approved.

With no further discussion forthcoming, Council Member Wiggins made a motion to approve the Interlocal Agreement for Emergency Dispatch and Communications Services with the City of Burlington and authorize the City Manager, Police Chief and Fire Chief to execute the agreement on behalf of the City. Mayor Peterman seconded the motion. Ayes: Council Member Wiggins, Mayor Peterman, Mayor Pro Tem Turner and Council Member Jennifer Talley. Nays: Council Member Hall. Motion carried 4:1.

Boards & Commissions Appointments:

a. Appearance Commission (2 vacancies: expires 2021, 2022)

Council Member Hall recommended Mr. John Byrd, Council Member Wiggins recommended Ms. Cheryl Ray and Council Member Talley recommended Mr. John Whittington. By consensus, Mr. Byrd was appointed to fulfill a term to expire on June 30, 2022. By consensus, Mr. Whittington was appointed to fulfill a term to expire on June 30, 2021.

b. Historical Museum Advisory Board (1 vacancy: expires 2022)

Mr. Bobby Chin withdrew his application for consideration. Ms. Karen Chin and Ms. Bonnie Hutchinson stated it would be an honor to serve on this board. Voting in favor of Ms. Chin were Mayor Pro Tem Turner, Council Member Wiggins, Council Member Talley and Council Member Hall. Voting in favor of Ms. Hutchinson was Mayor Peterman. By a majority vote, Mrs. Chin was appointed to fulfill a term to expire on June 30, 2021.

c. Historic Resources Commission (1 vacancy: expires 2021)

Council Member Talley recommended Mr. Scott Pickard for appointment. Mr. Pickard and Ms. Stephanie Ruiz expressed interest in serving on this commission. Voting in favor of Mr. Pickard were Mayor Peterman, Mayor Pro Tem Kimrey, Council Member Talley and Council Member Hall. Voting in favor of Ms. Ruiz was Council Member Wiggins. By a majority vote, Mr. Pickard was appointed to fulfill a term to expire on June 30, 2021.

d. Local Firefighter's Relief Fund (1 vacancy)

By consensus, Mr. Alan Stacey was appointed to this board.

e. Recreation Commission (1 vacancy: expires 2021)

By consensus, Ms. Amy Graus was appointed to a term to expire on June 30, 2021.

f. Tree Board (2 vacancies: expires 2022, 2022)

By consensus, Ms. Stephanie Ruiz was appointed to serve a term to expire on June 30, 2022.

City Council Appointments for Outside Agencies:

Mayor Peterman stated that the Council Member with the most seniority would choose first. Council Member Talley expressed concern with the selection process.

- a. Alamance County Community Services Agency* – Mayor Peterman
- b. Alamance County Economic Development Committee* – Mayor Pro Tem Turner
- c. Piedmont Triad Regional Council* – Council Member Hall
- d. Piedmont Triad Regional Council (Alternate)* – Council Member Talley
- e. Transportation Advisory Committee* – Council Member Wiggins
- f. Transportation Advisory Committee (Alternate)* – Council Member Talley

City Council Liaison Discussion/Appointments:

Mayor Peterman stated that the Council Member with the most seniority would choose first. Council Member Talley and Council Member Hall opted not to make a selection.

- a. Appearance Commission* – Mayor Peterman
- b. Audit Committee* – Mayor Peterman
- c. Historic Resources Commission* – Council Member Wiggins
- d. Historical Museum Advisory Board* – Council Member Wiggins
- e. Recreation Commission* – Mayor Pro Tem Turner
- f. Tree Board* – Mayor Peterman

Water Tower Image Design:

Mr. Maness and Assistant City Manager Aaron Holland advised that re-painting the water tower is part of the routine maintenance contract the City pays for. Mr. Holland presented Council with a couple of draft renderings. He advised that the Water Department is looking to possibly use a blue and white color scheme and would like some guidance from the Council. Council Members took turns talking about what they liked and did not like with the renderings shown.

The following individuals stepped forward to address the water tower image with Council Members:

Eric Crissman – 208 Albright Ave. Graham
Laurie Pickard – 101 Southwood Ct. Graham
Janet Ecklebarger – 604 Washington St. Graham
Jan Searls – 526 E. Pine St. Graham

With no further comments forthcoming, by consensus, Council Members stated they prefer using two tones of blue for the tank, the word Graham with lettering to be in black with white outline on both sides of the tank.

Also included in the preferred design is a water droplet following Graham on both sides of the tank. Mr. Holland advised that he would take those recommendations back to the contractor to see how feasible it would be.

Downtown Master Plan Discussion – Council Member Jennifer Talley:

Council Member Talley explained that this is the first opportunity she and Council Member Hall had to address this plan since elected to the Council. She addressed several concerns she has with the plan and voiced her desire to have the plan rescinded. Mayor Peterman, Mayor Pro Tem Turner and Council Member Wiggins voiced their opposition to rescinding the plan, with Mayor Peterman and Mayor Pro Tem Turner stating that they would be willing to amend some aspects of the plan.

Mr. Holland disclosed to Council that NCDOT had just reached out to the City this week and notified them that they are looking to begin paving sooner rather than later. He added that would commence only if the City does not have any impending plans to do anything in their space. A general discussion about water and sewer infrastructure improvements in the downtown area ensued. Mr. Maness stated he would be happy to ask DOT to delay paving if Council would like more time to look at the plan.

Following a lengthy discussion between Council Members and staff, Council Members came to a consensus that nothing will be built, torn up or planted downtown without the Council being notified and given time to act on it, except water and sewer underneath the ground. The city will go forward with water and sewer infrastructure upgrades. Mayor Peterman will reach out to DOT on behalf of the Council. Council Member Talley stated she would like to see any plans for the street improvements and see if it is going to affect any businesses downtown.

Issues Not on Tonight's Agenda:

Ms. Erin Page of 651 Williamsdale Road Graham stepped forward and expressed concern with the appearance of the hotel located at the 148 exit here in Graham. Mayor Peterman informed Ms. Page that the property does meet the minimum standards in our Code of Ordinances and there is little the City can do concerning the appearance of the property. Council Member Talley informed her that she knows of something in the works concerning that property.

Downtown Development Coordinator Mary Faucette invited everyone to the kickoff event for the Downtown Associate Community program at 5:30 p.m. on January 23, 2020 at Alamance Arts.

Mr. Nick Odomaga of 1017 B Ivey Road Graham stepped forward and expressed concern for the amount of litter along Ivey Road. Mayor Peterman asked Mr. Maness to pass along that concern to staff.

Council Member Talley expressed concern with the traffic pattern and safety resulting from the recent striping for the bike lanes along Pine Street.

Mayor Peterman echoed Council Member Talley's concerns and asked staff to reach out to DOT. Mr. Maness advised that staff had provided three alternative designs to DOT. Mayor Peterman directed staff to give DOT 2-3 more days and if they do not take care of it, the City will.

Council Member Talley expressed concern with the Boards & Commissions handbook recently developed by the Boards & Commissions Task Force. She would like the handbook to be approved

by the Council. Mayor Peterman asked that this be put on a study plan and see if there are changes Council would like to make to it.

Council Member Talley expressed concern for the City's current water policy. She asked that this be put on next month's agenda, as she has two citizens coming to speak about their water charges. She stated that the current policy allows for back charging people up to three years if their meter is found to have not been operating properly. Council Member Talley stated she disagrees with this policy and would like to see it changed. Mayor Peterman asked staff to look into this and directed Council Member Talley to provide staff with either the customer's name and/or account number.

Council Member Talley expressed concern with the Extra Duty Solutions scheduling program the City is currently using. Mayor Peterman asked that this item be put on the March agenda.

Council Member Talley expressed concern with the issue of voting on things not on the agenda. She stated that she believes there needs to be better advertising or extend the advertising period.

Mr. Boney asked if it is the Council's intention to continue holding agenda meetings and urged Council not to continue them. Mayor Peterman advised that we would look into the state statutes concerning meetings.

Council Member Talley made a motion to go into closed session in accordance with General Statute 143-318.11(a) (7) regarding investigations. Mayor Peterman asked the City Attorneys for their guidance about whether or not the Council could go into closed session if it was not advertised. City Attorney Bob Ward advised that Council can vote to go into closed session without advertising such and in light of not knowing the nature for Council Member Talley's concerns, recommended that Council vote to go into closed session. Mr. Boney expressed concern about Council Member Talley's previous concern about voting on something not on the agenda, yet then asks for an item not advertised. Mayor Peterman asked counsel who should go into closed session. Mr. Ward recommended, Mr. Maness and Chief Prichard along with Council and the attorneys. Council Member Talley stated her preference to only have the Council and attorneys go into closed session. Mayor Peterman advised that all parties will go in and hear everything at once. Mr. Boney once again expressed concern for Council going into closed session without it being advertised. At 8:30 p.m., Mayor Peterman seconded the motion and advised that Council would go into closed session at 8:40 p.m., following a 10 minute recess. Ayes: Council Member Talley, Mayor Peterman, Mayor Pro Tem Turner and Council Member Hall. Nays: Council Member Wiggins. Motion carried 4:1.

At 9:01 p.m., Mayor Peterman made a motion to come out of closed session and come back into open session, seconded by Council Member Wiggins. All voted in favor of the motion. Mayor Peterman stated that they will turn over to Chief Prichard a criminal investigation pursuant to State Statute 14-234. Chief Prichard will report back to Council.

At 9:02 p.m., Council Member Wiggins made a motion to adjourn, seconded by Mayor Pro Tem Turner. All voted in favor of the motion.

Darcy Sperry, City Clerk

CITY OF GRAHAM
RELEASE ACCOUNTS

FEBRUARY

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
11892	2019	KEYSTONE GROUP INC	QUALIFIED FOR BID EXEMPTION	840.87
151658	2019	MOSER, SUZANNE YARBOROUGH	QUALIFIED FOR HOMESTEAD EXEMPTION	266.83
647389	16-19	BLACK, THOMAS S	DOES NOT LIVE IN CITY LIMITS OF GRAHAM	6.04

TOTAL RELEASES 1113.74

**CITY OF GRAHAM
REFUNDS**

FEBRUARY

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR REFUND</u>	<u>REFUND AMOUNT</u>
23705	2019	APPLE, KAY MCGEE	QUALIFIED FOR HOMESTEAD EXEMPTION	298.22
549630	2019	STEWART, PEARL L	QUALIFIED FOR HOMESTEAD EXEMPTION	113.75

TOTAL REFUNDS ***411.97***

City of Graham

P. O. Drawer 357
201 South Main Street
Graham, North Carolina 27253
(336) 570-6700 / Fax: (336) 570-6703

MID YEAR REPORT

February 4, 2020

	TOTAL PROPERTY VALUATION	RATE	AMOUNT OF LEVY
TAX LEVY - CITY WIDE	1,124,188,270	0.455%	5,115,058.00
<u>DISCOVERIES:</u>			
CURRENT YEAR & PRIOR YEARS WITH VARIOUS TAX RATES	1,605,766		7,306.23
<u>ANNEXATIONS:</u>			
<u>ABATEMENTS:</u>	(4,111,560)		(18,707.69)
CURRENT LEVY	1,121,682,476		5,103,656.54
OUTSTANDING REAL PROPERTY TAXES:			204,995.94
OUTSTANDING PERSONAL PROPERTY TAXES:			<u>56,699.90</u>
TOTAL OUTSTANDING TAXES			261,695.84
CURRENT YEAR TAXES COLLECTED:			4,841,960.70
TO DATE, THE PERCENT OF CURRENT YEAR COLLECTED:			94.87%

I REQUEST THAT THE DATE BE SET FOR LIEN ADVERTISEMENT ON MARCH 19, 2020 IN THE ALAMANCE NEWS. COST FOR ADVERTISING WILL BE \$4.00 PER PARCEL ADVERTISED AND WILL BE CHARGED ONE TIME TO THE TAXPAYER.

Submitted by Sandy P. Callahan, Tax Collector





STAFF REPORT

SUBJECT:	TRAFFIC SCHEDULE UPDATE
PREPARED BY:	NATHAN PAGE, PLANNING DIRECTOR

REQUESTED ACTION:

Update the Traffic Schedule, on file in the City Clerk’s office to reflect stop sign locations and for the new roads that make up several of our new subdivisions, as well as a request from NCDOT to add Auto Park Drive as no parking.

BACKGROUND/SUMMARY:

In reviewing the Traffic Schedule, a number of existing and proposed subdivisions require updates to permit traffic enforcement for running stop signs and enforce no parking standards.

The neighborhoods included here are Shamrock Valley, Challenge (Hideaway), Roger’s Springs, Forks of the Alamance, and West Hill Reserve.

ADDED TO SECTION 5, PARKING PROHIBITED AT ALL TIMES:
<ul style="list-style-type: none"> • Auto Park Drive, west of South Main Street to Maple Street

ADDED TO SECTION 12, STOP INTERSECTIONS	
<ul style="list-style-type: none"> • Alamanni Court and Palmer Drive (all way) • Chandler Village at Moore Street • Cullens Drive at Whelen Street (all way) • Lake Point Drive at Challenge Drive • Loon Court and Palmer Drive (all way) • Mackenna Drive and Whelen Street (all way) 	<ul style="list-style-type: none"> • Mayfield at Rogers Road • Palmer Drive and Alamanni Court (all way) • Pinnacle Court at Challenge Drive • Thompson Road at Palmer Drive (all way) • Trackers Court at Sunfield Drive

FISCAL IMPACT:

As the City of Graham has already been paid for all required signs, the cost to the City comes in the form of future maintenance for the signage.

STAFF RECOMMENDATION:

Staff’s recommendation is to approve the changes as requested.

SUGGESTED MOTION(S):

I move we adopt the amended Traffic Schedule.



CITY OF GRAHAM
TRAFFIC SCHEDULES
As of ~~October 3, 2017~~ February 11, 2020

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All traffic schedules are kept and maintained by the clerk.

City of Graham Code of Ordinances Article VII, Schedules was removed during adoption of recodification of the City of Graham Code of Ordinances at the Regular Session City Council meeting on 11/02/2010. The Traffic Schedules shall be kept and maintained separately in a City of Graham Traffic Schedule Book by the City Clerk and are no longer published in the City of Graham Code of Ordinances.

Section 1. One-Way Streets.¹

The streets referred to in section 1 shall be as follows:

Market Street, from Maple Street east to Marshall Street.

Webster Road, from South Main Street at Rogers Road to Hall Street.

Section 2. U-Turns.²

The streets referred to in section 2 shall be as follows:

At any stop light.

Section 3. Yield Intersections.³

The streets referred to in section 3 shall be as follows:

Forest Drive at Hillcrest Street.

Forest Drive at West Avenue.

Gilbreath Street (West) at Holt Avenue (west side).

Hillcrest Drive at Forest Drive.

Longest Street at Oakley Street.

Louis Street at Wiley Street.

Paris Street at McGee Street (Inner Loop of Boulevard).

Paris Street at Paris Street (Inner Loop of Boulevard).

Section 4. Weight Limits on Certain Streets.⁴

The streets referred to in section 4 shall be as follows:

Albright Avenue--North Main to East Elm.
Aloha Drive--Rogers Road to Webster Road.
Banks Street.
Bill Cooke Park--All streets.
Blair Street.
Border Street--Corporate limits to Sideview Street.
Broadway Drive--Rogers Road to dead end.
Buckner Street.
Cameron Road--Town Branch Road to Oakgrove Drive.
Carraway Drive.
Climax Street.
College Street.
Council Road.
Darrell Drive.
Eastway Lane--250 feet from South Main Street to Ivey Road.
Elm Street (West)--West Harden Street to Maple Street.
Essex Drive.
Florence Street--South Main Street to Lorraine Street.
Franklin Street.
Gilbreath (West) Street--South Main Street to South Maple Street.
Gilbreath (West) Street--South Maple Street to end.
Goley Street--Pine Street to McGee Street.
Gunter Street--Harden Street to Johnson Avenue.
Guthrie Street.
Hall Street--Webster Road to dead end.
Halsey Street.
Hillcrest Avenue.
Holt Avenue.

Home Avenue--West Pine Street to Ward Street.
Home Avenue--West Pine Street to West Elm Street.
Jefferies Street--River Street to Hanover Road.
Jefferson Drive.
Johnson Avenue.
Jones Street--Pine Street to dead end.
Kernodle Drive.
Kingston Lane.
Kress Drive.
Lacy Holt Road—Rogers Rd to dead end.
Longdale Drive.
Lorraine Street--Florence Street to dead end.
Maple (North) Street--West Harden Street to North Main.
Market (West) Street--Maple Street to Mill Street.
Market (West) Street--Oneida Street to West Elm Street.
Marshall (South) Street--Pine Street to Gilbreath Street.
Mayfield Drive.
McBride Street.
Melville (South) Street--Elm Street to Gilbreath Street.
Mendel Terrace.
Mill Street--West Market Street to College Street.
Moore Street--Ivey Road to Cornelia Drive.
Moser Street.
Nan McCoy Drive.
North Court.
North Street--West Harden to Climax Street.
Oakgrove Drive--East Harden Street to Doggett Drive.
Oakley Street--West Elm to Providence Road.
Old Farm Road--South Main Street to Cornelia Drive.
Oneida Street--Between West Harden Street and West Elm Street.
Oneida Street--West Market Street to College Street.
Paris Street.
Parker Street (West)--North Main Street to Sideview Street.
Patton Street.

Pepperstone Drive.
Pine (East) Street--Marshall Street to Harden Street.
Pomeroy Street.
Poplar Street.
Ralph Graham Drive.
Raspberry Run.
Ridgecrest Drive--Rogers Road to dead end.
Robin Lane--South Main Street to Apple Street.
Rockwood Drive both ends.
Ross Street--East Lane to Cornelia Drive.
Shakori Hills Drive.
South Graham Park--All streets.
Stonehedge Drive
Sunfield Drive.
Thompson Road--Monroe Holt Road to dead end.
Thompson Road--Rogers Road to dead end.
Trackers Court.
Ward Street.
Washington Street--West Harden to Providence Street.
Weaver Way--Town Branch Road to Oakgrove Drive.
Webster Road--South Main Street to Hanford Road.
Wendy Drive.
West Avenue.
Westover Street-- 200 feet from South Main Street to South Maple Street.
Whitsett Street--North Main Street to Buckner Street.
Wildwood Lane.
Williamsdale Road.
Willowview Drive.
Wilson Street.

Section 5. Parking Prohibited At All Times.⁵

The streets referred to in section 5 shall be as follows:

Albright Avenue, north side, for 150 feet from Walker Avenue toward East Elm Street.

Albright Avenue, north side, from North Main to Walker Avenue.

Albright Avenue, south side, beginning at a point 425 feet east of North Melville Street for a distance of 275 feet.

Albright Avenue, south side, from Marshall Street west 50 feet.

Albright Avenue, south side, from Walker Avenue to East Elm Street.

Alley, entered from north side of Court Square.

Auto Park Dive, west of South Main Street to Maple Street.

Carter Road, both sides, from Trollinger Road to Town Branch Road.

Cedar Street, north and south sides, 100 feet from Washington Street east.

College Street, south side, from North Main to Oneida Street.

Court Square, east side of the monument.

Elm Street (East), east side, from Harden Street west 75 feet.

Elm Street (East), north side, Flannigan Street to Harden Street.

Elm Street (West), east and west side from West Harden north to city limits.

Elm Street (West), north side, from Maple Street to Oneida Street.

Elm Street (West), north side, 100 feet in each direction from intersection with Poplar Street.

Elm Street (West), north side, 30 feet at Andrews Memorial Church.

Elm Street (West), south side, between East Harden Street and Home Avenue.

Elm Street (West), south side, east of Maple Street in front of courthouse annex.

Elm Street (West), south side, 30 feet from crossover at Andrews Memorial Church.

Elm Street (West), south side, from Maple Street to Oneida Street.

Gilbreath Street (West), from South Main Street 210 feet on both sides.

Goley Street, east side, from McGee Street 30 feet.

Graham Drive, both sides, from West Elm Street to dead end.

Harden Street (East), north side, from Main Street to East Elm Street.

Harden Street (East), south side, from Main Street to East Elm Street.

Harden Street (West), 50 feet on each side of a point directly across from the center of Randy Isley Company driveway, Monday through Friday.

Harden Street (West), north and south sides, from Maple Street to West Elm Street.

Harden Street (West), north side, from Maple Street east 140 feet.

Harden Street (West), south side, from Maple Street east 40 feet.

Main Street (North), east side from Harden Street north 35 feet.

Main Street (North), east side from Harden Street south 75 feet.

Main Street (North), west side from Harden Street south 35 feet.

Main Street (North), west side from Harden Street north 25 feet.

Main Street (South), east side, north from Pine Street 103 feet.

Main Street (South), east side, south from Pine Street to East Gilbreath Street.

Main Street (South), west side, north from Pine Street 137 feet.

Main Street (South), west side, 160 feet from Pine Street to west Gilbreath Street (allowing five parking spaces in front of municipal building).

Maple Street (North), east side, between Market Street and Main Street.

Maple Street (North), east side, from Harden Street north 150 feet.

Maple Street (North), east side, from Harden Street south 40 feet.

Maple Street (North), east side, 20 feet south of Market Street.

Maple Street (North), west side, between West Market and North Main.

Maple Street (North), west side, from Harden Street north 175 feet.

Maple Street (North), west side, from Harden Street south 85 feet.

Maple Street (North), west side, from Market Street south 115 feet.

Maple Street (South), east side, from Elm Street south 40 feet.

Maple Street (South), east side, from McAden Street south 160 feet.

Maple Street (South), east side, from Pine Street north 40 feet.

Maple Street (South), west side, from Harden Street south 130 feet.

Maple Street (South), west side, from Pine Street north 200 feet.

Market Street, north side, between Maple Street and Main Street.

Market Street, south side, between Main Street and Marshall Street.

Market Street south side, west from Maple Street 100 feet.

Marshall Street, east side, from Harden Street north 50 feet.

Marshall Street, east side, 90 feet south of Harden Street.

Marshall Street, west side, from Harden Street north 180 feet.

Marshall Street, west side, from Harden Street south 130 feet.

Marshall Street (North), both sides, from Hill Street north 200) feet.

Marshall Street (South), west side, from Pine Street north 170 feet.

Marshall Street (South), east side, from Pine Street to E. Elm Street.

Marshall Street (South), east side, from Pine Street south 200 feet.

McAden Street, south side, from South Main Street to South Maple Street.

McClure Street, both sides.

Melville Street, east side, from Parker Street to Travora Street.

Melville Street (North), east side, between Albright Street and Harden Street.

Melville Street (North), east side, from Travora Street to Parker Street.

Melville Street (North), west side, between Harden Street and Pine Street.

Melville Street (South), east side, from Pine Street south 100 feet.

Morrow Street, both sides, from East Elm Street to Lewis Street.

Oakgrove Drive, north side, from Weaver Way west to Doggett Drive and from Weaver Way east 500 feet.

Parker Street, from Pomeroy Street to Melville Street.

Parker Street, south side, from Pomeroy Street 150 feet east.

Parker Street, south side, from Seymour Street to Walker Avenue.

Parker Street (East), 200 feet each side of Travora Textiles gate.

Parker Street (East), north side, from Pomeroy Street to Walker Avenue.

Parker Street (East), north side, 250 feet east of junction of Pomeroy Street.

Parker Street (East), south side, from Seymour Street to Melville Street.

Patton Street, from Longest Street to Providence Road.

Pepperstone Drive 720' southwest of Lacy Holt Road to the intersection of Chartwell Lane.
(04-02-2013)

Pine Street (East), north side, east from Main Street intersection to South Marshall Street.

Pine Street (East), north side, Melville Street east 130 feet.

Pine Street (East), south side, Main Street to Melville Street.

Pine Street (East), south side, Melville Street east 120 feet.

Pine Street (West), north side, from Maple Street east 120 feet.

Pine Street (West), north side, from Maple Street west 200 feet.

Pine Street (West), south side, from Main Street west 210 feet.

Pine Street (West), south side, from Maple Street west 120 feet.

Staley Street, west side, from Whitsett Street to end.

Seymour Street, east and west sides, 125 feet from Parker Street.

Trollinger Road (east), both sides, from East Elm Street, east eighteen hundred twenty (1,820) feet.

Washington Street, west side, from Providence Street to Border Street.

Whitsett Street, both sides, from North Main Street west 40 feet.

Whitsett Street, north side, from North Main Street to New Street.

Wiley Street, both sides, from East Elm Street to Lewis Street.

Section 6. Parking Prohibited Between 2:00 A.M. and 6:00 A.M.⁶

The streets referred to in Section 6 shall be as follows:

- East Elm Street, 100 block.
- West Elm Street, 100 block.
- West Harden Street, 100 and 200 blocks.
- North Main Street, 100 and 200 blocks.
- South Main Street, 100 block.
- Any part of the Courthouse Square.

Section 7. Two-Hour Parking, 8:00 A.M. to 6:00 P.M.⁷

The streets referred to in Section 7 shall be as follows:

- Court Square.
 - West Elm Street, north side, from Maple Street west 162 feet.
 - Elm Street, west from South Maple Street to Court Square.
 - Elm Street, east from Court Square to Marshall Street.
 - Harden Street, west from South Maple to Main Street.
 - Main Street, south from Harden to Court Square.
 - Main Street, north from Harden Street to Market Street.
 - Main Street, south from Court Square to Pine Street.
 - Maple Street, south from West Harden Street to West Elm Street.
 - Maple Street (South), north of West Elm Street, 106 feet on east side from the intersection and 159 feet on west side from the intersection.
 - Maple Street, (South), from West Elm Street to Pine Street (both sides of street).
 - Maple Street, (South), east side, between McClure Street and West Elm Street.
 - Parking lot belonging to the city located in the 100 block of West Elm Street, north side, with exit on Maple Street.
- All frontages in said squares, streets or avenues defining said zones shall be included therein.

Section 8. Parking Prohibited Between 8:00 A.M. and 5:00 P.M.⁸

The streets referred to in Section 8 shall be as follows:

Parking is prohibited between 8:00 a.m. and 5:00 p.m. on the following streets:

Ray Street (west side).

Trock Wilder Court (both sides of street).

Section 9. Parking Prohibited At Other Times.⁹

The streets referred to in Section 9 shall be as follows:

Parking is prohibited at other times on the following street:

Market Street from North Maple Street to North Main Street (Monday--Saturday, both sides).

Section 10. Angle Parking.¹⁰

The streets referred to in Section 10 shall be as follows:

Business section of the city, except the area from Court Square south on South Main Street and the south side of East Elm Street from Court Square to Marshall Street.

North Main Street, from Harden Street to Market Street.

Section 11. Loading Zones; Handicap Parking.¹¹

The streets referred to in Section 11 shall be as follows:

Court Square, northwest corner.

Court Square, southwest corner.

East Elm Street, north side, sixty-eight (68) feet from the northeast corner of Court Square and East Elm Street to a twenty-two-foot loading zone.

East Elm Street, one space in center of street between Court Square and North Marshall Street.

West Elm Street, north side, 40 feet from intersection of South Maple Street and West Elm Street (one space).

West Elm Street, south side between points 100 feet from the western margin of Court Square and one hundred eighteen (118) feet from the western margin of Court Square.

West Harden Street, south side, one hundred six (106) feet from the southwest corner of North Main and Harden Street to a thirty-nine-foot loading zone.

North Main Street from the center between the alley on the east side and Harden Street.

South Main Street, west side, between the points one hundred forty-eight (148) feet south of the southwest corner of Court Square and one hundred fifty-nine (159) feet from the northwest corner of South Main Street and Pine Street. One space loading zone.

Reserved parking spaces:

Court Square, four parking spaces on west side of monument, for use of the county sheriff's department official automobiles only.

Court Square, one space, west side, for handicapped.

South Maple Street, one space, with ramp, east side (first parking space adjacent to Court House annex).

Section 12. Stop Intersections.¹²

The streets referred to in Section 12 shall be as follows:

The streets referred to in Stop Intersection Section shall be as follows:

1200 Block Branson Drive at Carraway Drive.

Achonechy Trail at Haynoke Drive.

Adil Court at Thompson Road.

Albright Avenue at Elm Street.

Albright Avenue at North Main Street.

Albright Avenue at Walker Avenue (four-way).

Alamanni Court and Palmer Drive (all way).

Allen Street at North Marshall Street.

Allen Street at Pomeroy Street.
Aloha Drive at Rogers Road.
Aloha Drive at Webster Road.
Andrews Avenue at South Main Street.
Anniston's Court at Trail's End Drive.
Apple Street at East Gilbreath Street.
Ardmore Street at Pomeroy Street.
Ashburn Drive at Oakgrove Drive.
Ashburn Drive at Weaver Way.
Aspen Court at Old Farm Drive.
Baldwin Road at East Gilbreath Street (west).
Banks Street at Home Avenue (east and west).
Banks Street at South Maple Street.
Banks Street at Ward Street (north and south).
Banks Street at Wilson Street.
Barn Owl Avenue at Old Fields Boulevard.
Barn Owl Avenue at Jersey Street.
Bibury Court at Raspberry Run.
Blair Street at Rogers Road.
Border Street at North Street (east and west).
Border Street at Oakley Street (east and west).
Border Street at Sideview Street.
Border Street at Washington Street.
Bowling Street at Cannon Street.
Bowling Street at Shoffner Street.
Branson Drive at Carraway Drive (north and south).
Brax Court at Darrell Drive.
Broadway Drive at Rogers Road.
Brookgreen Terrace at Oakgrove Drive.
Bruce Turney Road at South Main Street.
Buckner Street at Providence Road.
Bullis Street at South Main Street.
Burke Street at Parker Street.
Burton Street at Home Avenue (east and west).

Burton Street at West Harden Street.
Burton Street at West Pine Street.
Cadbury Court at Castle Drive.
Cameron Road at Oakgrove Drive (four-way).
Cameron Road at Orchard Drive.
Cameron Road at Town Branch Road.
Cannon Street at Pomeroy Street.
Carraway Drive at Rogers Road.
Carter Road at Town Branch Road.
Carter Road at Trollinger Road.
Castle Drive at Longdale Drive.
Castle Drive at Stonehedge Drive.
Cates Circle at Parker Street.
Cedar Street at Oneida Street.
Cedar Street at Washington Street.
Challenge Drive at Townbranch Road.
Chandler Village at Moore Street.
Chartwell Lane at Pepperstone Drive.
Checker Street at Providence Road.
Cheeks Lane at Andrews Avenue.
Clapp Street at Sycamore Road.
Climax Street at Buckner Street.
Climax Street at North Main Street.
Climax Street at Oakley Street (four-way).
Climax Street at Washington Street (east and west).
College Street at Main Street.
College Street at Washington Street.
Colonial Drive at E. Harden Street.
Compton Court at Carraway Drive.
Cornelia Drive at Moore Street (east and west).
Cornelia Drive at Old Farm Drive.
Cornelia Drive at Old Farm Road.
Council Drive at Lacy Holt Road.
Covington Loop at Pepperstone Drive (both ends).

Creek Bend Court at Covington Loop.
Crescent Square Drive at Hanford Road.
Crescent Square Drive at South Main Street.
Cullens Drive at Lacy Holt Road.
Cullens Drive at Whelen Street (all way).
Darrell Drive at Monroe Holt Road.
Davis lane at East Gilbreath Street.
Doggett Drive at Clapp Street.
Doggett Drive at Oakgrove Drive.
Doggett Drive at Sycamore Road (north and south).
Eastway Lane at Ivey Street.
Eastway Lane at South Main Street.
Eden Court at Eastway Lane.
Elmwood Drive at Rockwood Drive.
Enfield Drive at West Gilbreath Street.
Eric Drive at Rockwood Drive.
Eric Drive at Wendy Drive.
Essex Drive at Ivey Road.
Fairfield Drive at Pepperstone Drive.
Field Street at East Gilbreath Street.
Field Street at East McAden Street.
Flannigan Street at East Elm Street.
Flannigan Street at East Harden Street.
Florence Street at South Main Street.
Flower Street at East Elm Street.
Franklin Street at West Harden Street.
Franklin Street at Banks Street.
Gant Road at West Moore Street.
Gates Avenue at Enfield Drive.
Gates Avenue at Holt Avenue.
Gilbreath Street (West) at South Maple Street (east and west).
Glenn Drive at South Main Street.
Goley Street at East Pine Street.
Governor Scott Farm Road at Cherry Lane.

Graham Drive at Elm Street.
Granada Lane at Ridgecrest Drive.
Grandview Drive at Palmer Drive.
Grandview Drive at Spring Meadow Drive.
Greenview Drive at Pepperstone Drive (north and south).
Green Street at Gilbreath Street (west).
Green Street at Holt Street.
Gunter Street at East Harden Street (Highway 54).
Gunter Street at Johnson Avenue.
Hall Street at Aloha Drive (north and south).
Hall Street at Webster Road.
Halsey Street at Patton Street.
Hanford Road at South Main Street.
Hannah Court at Nina Drive.
Hanson Lane at Grandview Drive.
Haynoke Drive at Shakori Hills Drive.
Hertford Lane at Old Farm Drive.
Hill Street at North Main Street.
Hill Street at North Marshall Street (four-way).
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Hill Street at Walker Avenue.
Hillcrest Drive at Moore Street.
Hollow Street at Parker Street.
Hollow Street at South Main Street.
Hollow Street at Water Street.
Holt Avenue at Banks Street (north and south).
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Holt Avenue at South Maple Street.
Holt Avenue at Ward Street (north and south).
Home Avenue at Banks Street.
Home Avenue at Ward Street.
Home Avenue at West Elm Street.
Home Avenue at West Pine Street (north and south).

Ingold Drive at Gant Road.
Ivey Road at East Gilbreath Street (east and west).
Ivey Road at East Harden Street (west).
Ivey Street at South Main Street.
Jay Lane at Riverbend Road.
Jefferies Street at Hanover Road.
Joe Court at Sally Drive.
Johnson Avenue at East Harden Street (Highway 54).
Johnson Avenue at Goley Street.
Johnson Avenue at Jones Street (east and west).
Jones Street at East Pine Street.
Kaney Drive at Mackenna Drive.
Kelly Street at Hanover Road.
Kernodle Drive at Moser Street.
Kernodle Drive at Parker Street.
Kingston Lane at South Main Street.
Kingwood Court at Kingston Lane.
Knight Court and Kingston Lane.
Knightbridge Court at Raspbury Run.
Kress Street and Lacy Holt (3 way stop)
Kress Street at Mayfield Drive.
Lacy Holt Road at Rogers Rd.
Lacy Holt at Kress Drive (3 way stop).
Lacy Holt at Sunfield Drive (3 way stop).
Lake Point Drive at Challenge Drive.
Larry Avenue at East Parker Street (north and south).
Lashley Street at College Street.
Lashley Street at Guthrie Street.
Lemontree Court at Moore Street.
Linens Street at Cannon Street.
Little Creek Drive at Meadowview Drive.
Long Avenue at North Marshall Street.
Long Avenue at North Melville Street (east and west).
Longdale Drive at Noah Road (north and south).

Longdale Drive at Sally Drive (four-way).
Longdale Drive at Valley Drive.
Longest Street at Washington Street.
Loon Court and Palmer Drive (all way).
Lorraine Street at Webster Road (north and south).
Mackenna Drive at Lacy Holt Road.
Mackenna Drive and Whelen Street (all way).
Macoy Drive at Aspenwood Drive.
Macoy Drive at Ralph Graham Drive.
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Marion Street at Hall Street.
Marion Street at Lorraine Street.
Market Street at North Street (four-way).
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McAden Street at South Main Street (east and west).
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McBride Street at Banks Street (north and south).
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McBride Street at Ward Street.
McClure Avenue at Pine Street.
McClure Avenue at South Maple Street.
McGee Street at Jones Street (east and west).
McGee Street at Paris Street.

McLesky Court at Branson Drive.
Meadow Green Drive at Little Creek Drive.
Meadow Green Drive at Wildwood Lane (north and south).
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North Street at Poplar Street (north and south).
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Oakley Street at Poplar Street (north and south).
Oakley Street at Providence Street (north and south).
Oakwood Lane at Goley Street.
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Old Farm Court at Old Farm Drive.
Old Farm Drive at South Main Street.
Olde Quarry Road at Hanford Road.
Oneida Street at College Street.
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Oneida Street at Poplar Street (north and south).
Oneida Street at West Elm Street.
Oneida Street at West Harden Street (north and south).
Oneida Street at West Market Street (north and south).
Orchard Drive at Brookgreen Terrace.
Orchard Drive at Oakgrove Drive.
Orchard Drive at Sycamore Road (north and south).
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Palmer Drive and Alamanni Court (all way).

Palmer Drive at Ridgecrest Drive.
Palmer Drive at Wildwood Lane (north and south).
Paris Street at Johnson Street.
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Park Drive at McGee Street.
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Blair Street.....	2, 14	East Lane.....	4
Border Street.....	2, 10, 14, 21, 22	East McAden Street.....	16, 20
Bowling Street.....	14	Eastway Lane.....	2, 16, 24
Branson Drive.....	13, 14, 20, 21	Eden Court.....	16
Brax Court.....	14	Elm Street.....	2, 3, 4, 6, 7, 8, 10, 11, 12, 13, 17, 18, 20, 21, 22, 23, 26
Broadway Drive.....	2, 14, 23, 25, 26	Elmwood Drive.....	16, 27
Brookgreen Terrace.....	14, 22	Enfield Drive.....	16, 17
Bruce Turney Road.....	14	Eric Drive.....	16, 20, 21
Buckner Street.....	2, 5, 15, 26	Essex Drive.....	2, 16
Bullis Street.....	15	Fairfield Drive.....	16
Burke Street.....	15	Field Street.....	16
Burton Street.....	15	Flannigan Street.....	6, 16
Cadbury Court.....	15	Florence Street.....	2, 3, 16, 25
Cameron Road.....	2, 15, 21	Forest Drive.....	0
Cannon Street.....	14, 15, 19, 26	Franklin Street.....	2, 17
Carraway Drive.....	2, 13, 14, 15	Gant Road.....	17, 18
Carter Road.....	6, 15	Gates Avenue.....	17
Castle Drive.....	15, 23, 27	Gilbreath (West) Street.....	2
Cates Circle.....	15		
Cedar Street.....	6, 15		
Challenge Drive.....	15		
Chandler Village.....	12		

Gilbreath Street	0, 3, 6, 7, 14, 16, 17, 18, 19, 23, 24, 27	Kelly Street	18
Glenn Drive	17	Kernodle Drive	3, 18
Goley Street	3, 6, 17, 18, 20, 22	Kingston Lane	3, 18
Governor Scott Farm Road	17	Kingwood Court	18
Graham Drive	6, 17	Knight Court	18
Granada Lane	17	Knightbridge Court	19
Grandview Drive	17	Kress Drive	3, 15
Green Street	17	Lacy Holt Road	3, 15, 16, 19, 20, 23, 24, 27
Greenview Drive	17	Lake Point Drive	15
Gunter Street	3, 17	Larry Avenue	19, 21
Guthrie Street	3, 19, 21, 22	Lashley Street	19
Hall Street	0, 3, 17, 19	Lemontree Court	19
Halsey Street	3, 17	Lewis Street	9, 10
Hanford Road	5, 16, 17, 22, 25, 26	Linens Street	19
Hannah Court	17	Little Creek Drive	19, 20, 24
Hanover Road	3, 18, 23, 24, 25	Loading Zones; Handicap Parking	12
Hanson Lane	17	Long Avenue	19
Harden Street	2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 20, 21, 22, 23, 26, 27	Longdale Drive	3, 15, 19
Haynoke Drive	13, 17	Longest Street	0, 9, 19, 22
Hertford Lane	17	Loon Court	16
Hill Street	8, 17, 23	Lorraine Street	2, 3, 19
Hillcrest Avenue	3	Louis Street	0
Hillcrest Drive	0, 18	Mackenna Drive	16, 18, 19
Hillcrest Street	0	Macy Drive	19
Hollow Street	18	Main Street	0, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26
Holt Avenue	0, 3, 17, 18	Maple (North) Street	3
Holt Street	17	Maple Street	0, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20, 26
Home Avenue	3, 6, 14, 15, 18	Marion Street	19
Home Avenue.	26	Market (West) Street	3
Ingold Drive	18	Market Street	0, 3, 4, 7, 8, 11, 12, 19, 21, 22, 26
Interstate Service Road	23	Marshall (South) Street	3
Ivey Road	2, 4, 16, 18, 21, 24	Marshall Street	0, 4, 5, 8, 9, 11, 12, 13, 17, 19, 20, 25
Ivey Street	16, 18	Marshall Street.	0, 8, 9, 11, 13, 19
Jay Lane	18	Matthew Court	20
Jefferies Street	3, 18	Mayfield Drive	3, 15, 16, 20
Jefferson Drive	3	McAden Street	8, 20
Jersey Street	14	McBride Street	3, 20
Jimmy Kerr Road	25	McClure Avenue	20
Jimmy Kerry Road	23	McClure Street	8, 11
Joe Court	18	McGee Street	0, 3, 6, 20, 22
Johnson Avenue	3, 17, 18	McLesky Court	20
Johnson Street	22		
Jones Street	3, 18, 20, 22		
Kaney Drive	18		

Meadow Green.....	20	Pepperstone Drive.....	4, 9, 15, 16, 17, 23
Meadowview Drive.....	19, 20	Pine (East) Street.....	4
Melville (South) Street.....	3	Pine Street..	3, 7, 8, 9, 10, 11, 13, 15, 17, 18, 20, 23
Melville Street.....	5, 8, 9, 17, 19, 20, 21, 25	Pinecrest Court.....	23
Mendel Terrace	3, 20	Pineland Drive	23
Mill Street	3, 21, 23	Pinnecale Drive	19
Monroe Holt Road	5, 16, 23, 24, 25	Pomeroy Street.....	4, 9, 14, 15, 23, 25, 26
Monroe-Holt Road.....	26	Poplar Street.....	4, 6, 21, 22, 23, 26
Montree Lane.....	21	Providence Road.....	4, 9, 15, 19, 23
Moore Street.....	4, 16, 17, 18, 19, 21	Providence Street	5, 10, 22
Morrow Street.....	9, 21	Prytle Drive.....	23
Moser Street.....	4, 18, 20, 21, 26	Quincy Court.....	23, 25
Myrtle Drive.....	21	Ralph Graham Drive.....	4, 19, 23
Nan McCoy Drive.....	4, 21	Ralph Scott Road	23
Natalie Drive.....	21	Raspberry Ridge Road	23
New Street.....	10, 21, 26	Raspberry Run	4, 14, 23
Nina Drive.....	17, 21	Raspbury Run.....	19
Noah Road	19, 25	Raven Court	23
North Court.....	4, 21	Ray Street.....	11, 23
North Main.....	2, 3, 4, 5, 6, 7, 10, 12, 13, 15, 17, 26	Ridgecrest Drive	4, 17, 22
North Street.....	4, 14, 19, 21	Ridgecrest Street	23
Oak Street.....	21	River Street	3, 23
Oakgrove Drive	2, 4, 5, 9, 14, 15, 16, 21, 22, 24, 25, 26	Riverbend Road	18, 25
Oakgrove Drive.....	2, 5, 14, 16, 22, 24, 25	Robbie Court.....	23
Oakley Street.....	0, 4, 14, 15, 21, 22, 26	Robin Lane.....	4, 20, 23
Oakwood Lane	22	Rockwood Drive	4, 16, 24, 27
Old Farm Court.....	22	Rogers Court	24
Old Farm Drive.....	14, 16, 17, 22, 24, 25	Rogers Road.....	0, 2, 4, 5, 14, 15, 16, 21, 23, 24, 25, 26, 27
Old Farm Road.....	4, 16	Ross Street	4, 21, 24
Old Fields Boulevard	14, 24	Sadia Trace.....	24
Olde Quarry Road.....	22	Sally Drive	18, 19
Oneida Street.....	3, 4, 6, 15, 22	Sania Court.....	24
One-Way Streets	0	Scott Street.....	24
Orchard Drive	15, 22, 24, 25	Seymour Street.....	9, 10, 24
Palmer Drive	10, 16, 17, 21, 22	Shakori Hills Drive	4, 17, 24
Palmetto Court	22	Sideview Street	2, 4, 14, 22, 24, 26
Paris Street	0, 4, 20, 22	Single Tree Circle	24
Park Drive	22	Small Avenue.....	24
Parker Street... ..	4, 8, 9, 10, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26	Sonja Court	24
Parking Prohibited At Other Times	12	South Graham Park.....	4
Parking Prohibited Between 8:00 A.M. and 5:00 P.M.....	11	South Main Street	2
Patton Street.....	4, 9, 17, 22, 23	Southerland Street.....	24
		Southwood Court	24
		Southwood Drive	22, 24

Spring Meadow Drive.....	17, 24	Washington Street....	5, 6, 10, 14, 15, 19, 21, 23, 24, 26
Staley Street	10, 24	Water Street	18, 21, 26
Stanchion Street	24	Weaver Way.....	5, 9, 14, 21, 26
Stokes Road	24	Webster Road....	0, 2, 3, 5, 14, 17, 19, 25, 26
Stonegate Drive.....	24, 25	Wedgewood Drive	23
Stonehedge Drive.....	4, 15, 25	Weight Limits on Certain Streets.....	2, 2
Stop Intersections.....	13	Wendy Drive.....	5, 16, 23, 24, 26
Sunberry Drive.....	25, 27	Wentworth Drive	26
Sunfield Drive.....	4, 15, 20,21	West Avenue.....	0, 5, 26
Sycamore Road	15, 16, 22, 25	West Avenue.....	0
Trackers Court	4, 21	West Elm....	3, 4, 6, 7, 10, 11, 13, 18, 21, 22, 23, 26
Teer Road.....	25	West Elm Street	13
Terrell Street	25, 27	West Harden. 2, 3, 4, 5, 6, 10, 11, 13, 15, 17, 21, 22, 23, 26, 27	
Thompson Road.....	5, 13, 21, 24, 25	West Market.....	3, 4, 7, 21, 22, 26
Todd Street.....	25	Westover Street.....	5, 26
Tonewood Court	25	Whelen Street.....	13, 16
Town Branch Road	2, 5, 6, 15, 25, 26	White Street	26
Townbranch Road.....	15	Whitsett.....	5, 10, 21, 24, 26
Tracker's Court.....	21	Wildwood Lane.....	5, 20, 22, 24, 26
Trail's End Drive	14, 25	Wiley Street	0, 10, 27
Travora Street.....	8, 9, 24, 25, 26	Williamsdale Road.....	5, 24, 25, 27
Trock Wilder Court.....	11, 25	Willowview Drive.....	5, 27
Trollinger Road.....	6, 10, 15, 25	Wilson Street.....	5, 14, 27
Truby Drive.....	25	Wilton Drive	27
Tysor Circle	25	Winchester Drive	27
U-Turns	0	Winesap Drive	27
Valley Drive.....	19	Woodland Drive.....	27
Villa Drive	25	Woody Drive.....	27
Vincent Drive.....	25	Yield Intersections.	0, 0
Walker Avenue	5, 9, 13, 17, 21, 25		
Ward Street	3, 5, 14, 18, 20, 25, 26, 27		

References:

- ¹ **One-Way Streets.** (Code 1978, ch. E, Schedule VIII; Code 1983, § 7-151; Ord. of 6-7-1983; Ord. of 6-2-1987; Ord. of 10-6-1988; Recodification removal from the City of Graham Code of Ord.12-07-2010).
- ² **U-turns.** (Code 1978, ch. E, Schedule XIII; Code 1983, § 7-152; Recodification removal from the City of Graham Code of Ord.1\21-07-2010)
- ³ **Yield Intersections.** (Code 1978, ch. E, Schedule XV; Code 1983, § 7-153; Ord. of 8-1-1978; Ord. of 11-4-1980; Ord. of 12-7-1982; Ord. of 1-3-1984; Ord. of 10-2-1984; Ord. of 10-1-1985; Ord. of 6-2-1987; Ord. of 8-4-1987; Ord. of 5-3-1988; Ord. of 11-1-1988; Ord. of 7-10-1990; Ord. of 12-4-1990; Ord. of 9-6-1994(2); Ord. of 12-6-1994(1); Ord. of 7-11-1995(2); Ord. of 9-4-1996(1); Ord. of 6-5-2001(1) Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ⁴ **Weight Limits on Certain Streets.** (Code 1978, ch. E, art. VII, § 6; Code 1983, § 7-154; Ord. of 5-1-1979; Ord. of 10-6-1981; Ord. of 9-7-1982; Ord. of 10-5-1982; Ord. of 11-1-1983; Ord. of 5-7-1985; Ord. of 7-2-1985; Ord. of 6-5-1990; Ord. of 2-5-1991; Ord. of 8-4-1992; Ord. of 3-7-1995; Ord. of 8-3-1999(1); Ord. of 3-7-2000; Ord. of 6-6-2000; Ord. of 8-7-2001; Ord. of 2-4-2003; Ord. of 10-3-2006; Ord. of 2-6-2007; Ord. of 3-6-2007; Ord. of 3-4-2008; Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ⁵ **Parking Prohibited At All Times.** (Code 1978, ch. E, Schedule I; Code 1983, § 7-155; Ord. of 10-2-1979; Ord. of 10-6-1981; Ord. of 7-6-1982; Ord. of 8-3-1982; Ord. of 2-1-1983; Ord. of 7-12-1983; Two Ords. of 5-3-1983; Ord. of 9-27-1983; Ord. of 10-4-1983; Ord. of 2-4-1986; Ord. of 6-2-1987; Ord. of 5-3-1988; Ord. of 12-6-1988; Ord. of 12-3-1991; Ord. of 7-6-1993; Ord. of 9-6-1994(1); Ord. of 6-3-1997; Ord. of 8-3-1999(2); Ord. of 3-6-2001; Ord. of 6-5-2001(1); Ord. of 4-2-2002; Ord. of 1-2-2007; Ord. of 10-6-2009; Recodification removal from the City of Graham Code of Ord.12-07-2010); 4-2-2013
- ⁶ **Parking Prohibited Between 2:00 A.M. And 6:00 A.M.** (Code 1978, ch. E, Schedule II; Code 1983, § 7-156; Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ⁷ **Two-Hour Parking, 8:00 A.M. To 6:00 P.M.** (Code 1978, ch. E, Schedule III; Code 1983, § 7-157; Ord. of 7-7-1981; Ord. of 8-3-1993; Ord. of 5-2-1995(1) Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ⁸ **Parking Prohibited Between 8:00 A.M. And 5:00 P.M.** (Code 1983, § 7-157.1; Ord. of 5-4-1993; Ord. of 8-4-1998; Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ⁹ **Parking Prohibited At Other Times.** (Code 1983, § 7-157.2; Ord. of 6-5-2001(1) Recodification removal from the City of Graham Code of Ord.11-07-2010)

- ¹⁰ **Angle Parking.** (Code 1978, ch. E, Schedule VI; Code 1983, § 7-158; Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ¹¹ **Loading Zones; Handicap Parking.** (Code 1978, ch. E, Schedule VII; Code 1983, § 7-159; Ord. of 8-1-1978; Ord. of 2-8-1982; Ord. No. 5-2-06, Recodification removal from the City of Graham Code of Ord.12-07-2010)
- ¹² **Stop Intersections.** (Code 1978, ch. E, Schedule X; Code 1983, § 7-160; Ord. of 7-7-1981; Ord. of 12-7-1982; Ord. of 9-4-1984; Ord. of 1-8-1985; Ord. of 1-7-1986; Ord. of 6-3-1986; Ord. of 6-2-1987; Ord. of 8-4-1987; Ord. of 11-3-1987; Ord. of 3-1-1988; Ord. of 5-3-1988; Ord. of 8-2-1988; Ord. of 10-6-1988; Ord. of 11-1-1988; Ord. of 7-10-1990; Ord. of 9-4-1990; Ord. of 12-4-1990; Ord. of 5-5-1992; Ord. of 7-7-1992;Ord. of 9-6-1994(3); Ord. of 12-6-1994(1); Ord. of 7-11-1995(2); Ord. of 9-4-1996(2); Ord. of 11-4- 1997(1); Ord. of 9-7-1999; Ord. of 10-5-1999, Ord. of 1-4-2000; Ord. of 6-6-2000; Ord. of 2-6-2001; Ord. of 6-5-2001(2); Ord. of 12-4-2001(1); Ord. of 12-4-2001(2); Ord. of 10-3-2006; Ord. of 7-1-2008, Recodification removal from the City of Graham Code of Ord.11-07-2010; Ord. of 12-07-2010); Amendment by Addition 12-06-2011.



STAFF REPORT

SUBJECT:	ROAD CLOSURES FOR GRPD PROGRAMS IN DOWNTOWN GRAHAM PROGRAM & RAIN DATES FOR: SLICE OF SUMMER – PUMPKIN BASH – THURSDAYS AT SEVEN CONCERT SERIES
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

REQUESTED ACTION:

The Recreation and Parks Department requests the following street closures for downtown programs in 2020:

Slice of Summer: closure of the 100 blocks of East and West Elm Streets on June 20th from 1pm-9pm. We also request approval of the same road closures from 1pm-9pm on June 27th for an alternative date.

Pumpkin Bash: closure of the 100 blocks of East and West Elm Streets on October 30th from 2pm-10:30pm. We also request approval of the same closure from 2pm-10:30pm on November 6th for an alternative date.

Thursdays at Seven Concert Series: closure of the 100 block of W. Elm St. in downtown Graham on May 28th, June 25th, July 23rd, August 27th, September 10th, & September 24th for the 2020 Thursdays at Seven Concert Series. All closures will begin at 5:00pm and re-open by 11:30pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 2nd, 4th, 9th, 11th, 16th, 18th, 23rd & 30th; July 2nd, 7th, 9th, 14th, 16th, 21st, 28th & 30th; August 4th, 6th, 11th, 13th, 18th, 20th & 25th; September 1st, 3rd, 8th, 15th, 17th, 22nd & 29th and October 1st, 6th & 8th.

BACKGROUND/SUMMARY:

City Council has approved similar requested closures in past years. The type of attractions and their layout for the Slice of Summer Festival and the Pumpkin Bash will be different this year so those requests have been modified.

GRPD staff and Graham Police Officers will continue to execute the closures and provide appropriate monitoring and security.

As in past years, alternative dates will give staff and vendors/bands the option to reschedule on days with possible inclement weather or when other issues arise.

FISCAL IMPACT:

No fiscal impact to the City of Graham aside from the regularly budgeted program expenses.

STAFF RECOMMENDATION:

Staff recommends the following:

1. Approving the closure of the 100 blocks of East and West Elm St. on June 20th (Alt. Date: June 27th) from 1pm-9pm for the Slice of Summer Festival;

2. Approving the closure of the 100 blocks of East and West Elm St. on October 30th (Alt. Date: November 6th) from 2pm-10:30pm for the Pumpkin Bash;
3. Approving the closure of the 100 block of W. Elm St. in downtown Graham on May 28th, June 25th, July 23rd, August 27th, September 10th, & September 24th for the 2020 Thursdays at Seven Concert Series. All closures will begin at 5:00pm and re-open by 11:30pm. Staff also recommends approval for a 5:00pm-11:30pm closure for alternative dates of: June 2nd, 4th, 9th, 11th, 16th, 18th, 23rd & 30th; July 2nd, 7th, 9th, 14th, 16th, 21st, 28th & 30th; August 4th, 6th, 11th, 13th, 18th, 20th & 25th; September 1st, 3rd, 8th, 15th, 17th, 22nd & 29th and October 1st, 6th & 8th.

SUGGESTED MOTION(S):

I MAKE A MOTION TO APPROVE THE STAFF RECOMMENDED STREET CLOSURES FOR THE SLICE OF SUMMER, PUMPKIN BASH AND THE THURSDAYS AT SEVEN CONCERT SERIES.



Street closure for Slice of Summer
& Pumpkin Bash

Street closure for Thursday at Seven
Concert Series

STAFF REPORT

SUBJECT:	CLOSURE OF WEST ELM STREET (100 BLOCK) AND THE PUBLIC PARKING LOT ADJACENT TO WEST ELM STREET
PREPARED BY:	MARY FAUCETTE, DOWNTOWN DEVELOPMENT COORDINATOR

REQUESTED ACTION:

Approve the closure of the 100 block of West Elm Street and the closure of the public parking lot adjacent to West Elm Street from 1pm to 9pm on Saturday June 13, 2020 for the Graham Food Truck Rodeo.

BACKGROUND/SUMMARY:

Event organizer, Shari Kumiega, owner of *Together Community Events* is making the request to host a food truck rodeo in downtown Graham on Saturday, June 13 3p – 8p. Ms. Kumiega is a food truck event organizer and looks forward to the opportunity to host an event in downtown Graham. This event will include a beer garden, food trucks and tables and chairs for dining. Ms. Kumiega has previously hosted food truck rodeos in the following communities:

Greensboro (2012)
 Danville VA (2017)
 High Point (2018)
 Burlington (2018)
 Martinsville (2019)
 Winston-Salem (2019)

Staff has informed Ms. Kumiega, pending City Council approval, that the following is required:

- Certificate of Liability with the City's requirements prior to the event
- Scheduling of Police and or Fire using Extra Duty Solutions

FISCAL IMPACT:

The applicant will pay the costs of public safety personnel through Extra Duty Solutions. City staff will provide street closure barricades and roll cart trash cans.

STAFF RECOMMENDATION:

Approve

SUGGESTED MOTION(S):

I make a motion to approve the street closure request by Shari Kumiega, of *Together Community Events* for the 100 block of West Elm Street and the adjacent parking lot off of West Elm Street on Saturday, June 13 from 1pm – 9pm for the Graham Food Truck Rodeo with the following conditions:

- Provide a Certificate of Liability insurance meeting all City requirements
- Schedule public safety personnel following the Extra Duty Solutions process

STAFF REPORT

SUBJECT:	CLOSURE OF WEST ELM STREET (100 BLOCK) ON FRIDAY MAY 29, 2020
PREPARED BY:	MARY FAUCETTE, DOWNTOWN DEVELOPMENT COORDINATOR

REQUESTED ACTION:

Approve the closure of the 100 block of West Elm Street 5pm to 11pm on Friday May 29, 2020 for the special event, Bal Populaire.

BACKGROUND/SUMMARY:

In the spring of 2020, Culture Mill, a community-supported organization, will host Paris-based artist Christian UBL for three weeks in Saxapahaw. UBL is artistic director of Compagnie Cube, which has toured extensively throughout France and Europe, creating work for companies and venues. As part of his residency, UBL will create three participatory “Summer Ball” dance events, wherein UBL along with France and NC-based dancers will invite audiences to participate in a lightly choreographed social event designed to playfully introduce audiences to contemporary dance. Three Summer Ball events will take place as part of the residency; one in downtown Graham, *Bal Populaire*, a second in coordination with Alamance Public Schools, and a third at the Current Artspace + Studio in Chapel Hill.

The City of Graham and Alamance Arts are collaborating with the Cultural Mill to bring *Bal Populaire* to downtown Graham on Friday, May 29, 2020. The event will consist of dinner parties hosted by Alamance Arts on private property in downtown Graham followed by the street dance, *Bal Populaire* 8p – 10p on West Elm Street. The event space will transform into a dance floor including a beer garden.

Event organizers request closures of the 100 block of West Elm Street on Friday May 29, 2020 5pm – 11pm.

Staff has informed the committee, pending City Council approval, the following is required:

- Certificate of Liability with the City’s requirements prior to the event
- Scheduling of Police and or Fire using Extra Duty Solutions

FISCAL IMPACT:

City staff will provide street closure barricades and roll cart trash cans.

STAFF RECOMMENDATION:

Approve

SUGGESTED MOTION(S):

I make a motion to approve the requested closure of the 100 block of West Elm Street on Friday, May 29 from 5pm – 11pm for the Ball Populaire as long as the following conditions are met:

- A Certificate of Liability insurance meeting all City requirements is provided
- If applicable, appropriate public safety personnel are scheduled following the Extra Duty Solutions process

Subject:

Utility Service Policies
(Water, Sewer, Refuse, Recycling &
Stormwater Services)

No. 200901
Effective Date: July 7, 2009
Approval Date: July 7, 2009 Amended June 3, 2014
Category: Finance

1. Service Initiation:

- A. A completed application and deposit, if applicable, must be submitted to establish service.
- B. Customers not required to have a deposit may establish service without a completed application if satisfactory account information is supplied by other means.
- C. Requests/Applications for service received after 4:00pm will be scheduled for the next business day.
- D. Any prior balances must be paid before establishing a new account, excluding transfers.

2. Customer Deposits:

- A. All business and tenant accounts are required to pay a deposit.
- B. Deposit amounts are established annually and published in the City of Graham Fee Schedule on file in the City Clerk's office.
- C. Residential "Rent to Own" or "Lease to Own" arrangements must pay the required deposit unless proof of ownership is provided.
- D. Interest will not be paid on deposits held by the City.
- E. Vouchers will be accepted in lieu of a Customer Deposit from agencies approved by the City.
- F. Deposits will be refunded under the following conditions:
 - i. Customer's account is successfully closed and all balances are paid.
 - ii. In the event that a balance remains, the deposit will be credited to the customer's account and the difference refunded to the customer.
 - iii. A residential customer acquires ownership of the property.

3. Billing:

- A. All customers will be charged monthly base charges for each service which includes the availability of the service and administrative costs. Base charges are not prorated. Additionally, volume charges for water and sewer services, based on each 100 gallons of metered water consumption, will be billed based on rates established in the annual operating budget and published in the City of Graham Fee Schedule on file in the City Clerk's office. Garbage, Recycling, and Stormwater services are required for those that are eligible.
- B. Billing Cycles and due dates adhere to the following schedule:
 - i. Bills are mailed on approximately the last business day of each month.
 - ii. A bill is past due if not paid by 9:00am on the 19th of the month or next business

- day following the 18th.
- iii. A late notice will be mailed to customers with past due bills on the 19th of each month unless the 19th falls on the weekend or holiday, then the delinquent notice will be mailed on the next business day.
 - iv. A late fee will be added to the customer's account after 9:00am on the 19th on any balance over \$5.00. Customers are granted a "one-time" exemption from the late penalty on the first instance of delinquency. The amount of the late fee is published in the City of Graham Fee Schedule on file in the City Clerk's office.
 - v. After the 28th of each month the customer's account is considered delinquent and is subject to disconnection thereafter on balances of more than \$5.00. If the 28th falls on the weekend or holiday, payment must be received by 9:00am on the next business day. An additional nonpayment fee is automatically added to the bill. This fee shall be charged when the customer appears on the cut-off list regardless of whether or not the service is actually disconnected.
 - vi. All account balances and fees must be paid in full before service is reconnected.

4. Payment:

- A. The City of Graham will accept payment in the form of cash, single-party check, money order or credit/debit card.
- B. Payments may be made in person at the City Hall during normal business hours, by mail, by phone, or by Internet. A payment drop box is located just inside the main entrance to City Hall, 201 South Main Street. Payments placed in the drop box after 5 p.m. will be considered next-day payments.
- C. Payment Vouchers from approved civic, fraternal, philanthropic, or social service organizations will be accepted in lieu of customer payment. In the event a payment voucher is accepted, no penalties will accrue from the date the voucher is received.
- D. Partial payments made towards a customer's account will be credited in the following order:
 - i. Penalties/Fees
 - ii. Refuse
 - iii. Recycling
 - iv. Stormwater
 - v. Sewer
 - vi. Water
- E. Returned Checks/Drafts:
 - i. All checks/drafts will be presented to the customer's bank twice.
 - ii. The customer's account will be charged a returned check fee published in the City of Graham Fee Schedule on file in the City Clerk's office and service is subject to immediate disconnection for nonpayment.
 - iii. A returned check or draft must be replaced with cash, money order, credit card or certified check.
 - iv. After three returned checks or drafts within three years, the customer will be classified as a "Cash Only" customer.

5. Payment Extensions:

- A. One (1) due date extension per 12-month period in the form of a delay in disconnection may be granted to any customer regardless of need. Due date extensions must not exceed

10 calendar days from original disconnection date. A due date extension will not suspend the accrual of penalties.

- B. Default on the payments required by the agreement will result in disconnection of service for nonpayment.
- C. Requests for extensions greater than those allowed in Paragraph A. above will be evaluated on a case by case basis by the City Manager designee based on specific need or extenuating circumstance.

6. Meter Testing:

- A. If a customer disputes the accuracy of their bill, they may request a meter test. A fee as published in the City of Graham Fee Schedule on file in the City Clerk's office must be paid before the test will be performed.
- B. The City will perform the test in accordance with the American Water Works Association standards. If the meter fails to register within the American Water Works Association standards, the meter fee will be refunded to the customer. If the meter functions properly when tested, the meter test fee is kept by the City.

7. Adjustments:

- A. Usage charges may be eligible for adjustments to water and/or sewer charges in the following situations:
 - i. Meter malfunction proven by testing in accordance with the American Water Works Association standards.
 - ii. Documented leaks. Documentation may consist of a plumber's bill, recent receipts for plumbing repair parts, or City staff verification of leak accompanied by a customer's written request. Only adjustments to sewer charges will be granted and no more than two adjustments for leaks will be credited within a twelve (12) month period.
 - iii. Inadvertent use beyond the customer's knowledge and control.
 - iv. Crossed service connections.
 - v. Billing errors or omissions.
 - vi. Adjustments for sewer charges are allowed one time per calendar year for filling pools.
- B. Adjustment Methodology:
 - i. Adjustments for meter malfunctions will be credited to the customer for up to one (1) year's worth of consumption. The adjustment will be calculated by multiplying the customer's consumption by the amount (quantified as a percentage) of noncompliance over and above (fast meter) the American Water Works Association Standards. Customers whose meters are found to be performing below (slow meter) the American Water Works Association Standards will not be charged for lost consumption.
 - ii. Documented leaks for customers with sufficient and consistent consumption history, the most recent six (6) month average for normal consumption will be calculated. Those users with inconsistent consumption history will be calculated using the most appropriate method such as a seasonal average or a computer generated moving average. For residential customers with

insufficient consumption history, an estimated consumption of 5,000 gallons per month will be used as the basis. The basis for nonresidential customers with insufficient consumption history will be evaluated case by case by the Water/Sewer Billing Department using the best available data for the particular use.

- iii. Customers who experience an inadvertent use beyond their knowledge and control will have their sewer charges adjusted according to the method outlined in paragraph **ii.** above. Additionally, customers whose consumption has increased by ten times (10x) their normal consumption may be eligible for an additional credit of 25% towards their excess water charges.
- iv. Adjustments for crossed service connections will be made as follows:
 - a. The affected customers' utility billing histories will be netted for the past three (3) years or all of the customer history, whichever is less.
 - b. Credit will be applied to accounts, as appropriate, when overcharges are discovered. No adjustment will be made when undercharges are found and will be recovered in subsequent routine billings. Billings for undercharges that result in charges above the accustomed amount can be paid in installments not to exceed three years or length of the customer history, whichever is less.
- v. Adjustment for utility billing errors will be made when overcharges are discovered. There will be no adjustments for undercharges that will be recovered in subsequent routine billings. Billing undercharges and omissions will be billed retroactively up to three (3) years when service use and/or availability can be determined and quantified. Payment plans will be offered to customers with retroactive billings not to exceed the length of the term of undercharges/omissions or three (3) years, whichever is less.
- vi. Pool adjustments will be credited for the estimated consumption as calculated and included on the completed form provided by the City of Graham Fire Department. In no case shall an adjustment exceed the customer's normal consumption as calculated per Paragraph **ii.** above.

Potential Options for Amending Downtown Master Plan

1. Instruct Staff to develop an RFP for review by the Council for an update and review of the current plan or parts thereof.
2. Instruct Staff to develop an RFP for review by the Council for comprehensive update or replacement of existing plan.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

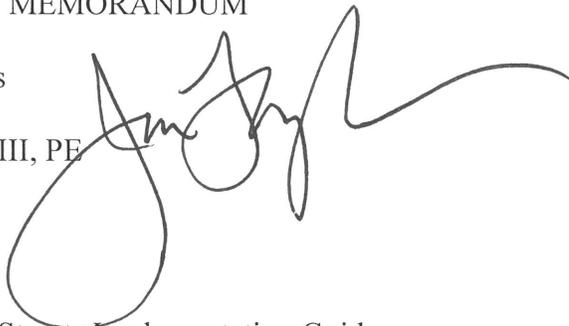
MEMORANDUM

TO: NCDOT Employees

FROM: James H. Trogdon, III, PE
Secretary

DATE: January 30, 2020

SUBJECT: NCDOT Complete Streets Implementation Guide



Attached is the Department's updated Complete Streets Implementation Guide, effective January 31, 2020. As we implement Complete Streets, we will continue to refine our guidance and the Complete Streets Technical Team will continue to meet to improve our implementation processes.

cc: David L. Howard, Chief Deputy Secretary
Julie White, Deputy Secretary for Multi-Modal
Tim M. Little, PE, Chief Engineer
Chris Werner, PE, Director of Technical Services, Division of Highways
Hanna Cockburn, AICP, Director of Integrated Mobility
Division Engineers



North Carolina Department of Transportation Complete Streets Implementation Guide

The North Carolina Department of Transportation (NCDOT) Complete Streets Implementation Guide (Guide) is designed to assist NCDOT staff engineers, project managers and designers in implementing the Complete Streets Policy as adopted by the NCDOT Board of Transportation. This document provides comprehensive guidance for incorporating a Complete Streets approach into NCDOT's planning, programming, design, and maintenance processes.

Elements of this Guide:

- 1. Planning**
- 2. Project Development**
- 3. Resurfacing and Maintenance Activities**
- 4. Work Zone Accommodations**
- 5. Related Policies**
- 6. Cost Share**
- 7. Design Guidance**
- 8. Administration**

This Guide will be updated periodically as processes and procedures are refined, with a comprehensive review and update every five years, beginning in August 2024.

1. Planning

This section outlines the approach for ensuring Complete Streets elements are evaluated as a roadway project is planned, prioritized and programmed. Each proposed roadway project will include the preparation of a Complete Streets Project Sheet as detailed below. The Project Sheet will identify planned multi-modal facilities and document any exceptions considered in the course of project development.

1.1 Adopted Plans

A Comprehensive Transportation Plan (CTP) is a mutually adopted transportation planning document that identifies the multi-modal transportation needs of a community or jurisdiction. The CTP may include and/or reference locally adopted plans for public transportation, bicycle facilities, pedestrian facilities and greenways. The adopted CTP will be considered the controlling plan for the identification of non-motorized facilities to be evaluated as part of a roadway project. Other locally adopted plans will be considered so long as 1) the planned facility addresses a transportation need and 2) the planned facility meets the design guidance standards referenced in Section 7.

1.2 Complete Streets Project Sheet (Prioritization 6.0)

For projects where a project sheet has yet to be developed as part of the CTP process, a Complete Streets Project Sheet will be used to document the types of pedestrian, bicycle, public transit, and other multimodal facilities to be evaluated in each roadway project. This sheet will be submitted during the Strategic Prioritization submittal process. The Complete Streets Project Sheet will carry forward as a key document in the Project Advancing Transportation through Linkages, Automation, and Screening (ATLAS) workbench, allowing any personnel to access the project later in development.

1.3 Complete Streets Project Sheet (within the CTP)

Comprehensive Transportation Plans (CTP) developed through NCDOT's Transportation Planning Division identify projects to address network deficiencies for motorists, pedestrians, bicyclists, and transit users. Complete Streets Project Sheets are being introduced into the CTP 2.0 process. The Project Sheet outlines the recommended improvement, proposes a typical cross-section for roadway projects, explains the identified need for the project, provides current and projected traffic volume and capacity, identifies high-level environmental constraints and provides Complete Street recommendations. These sheets lay the foundation for Complete Streets facilities and serve as a starting point for projects selected for Strategic Prioritization submittal and carry forward as a key document in the project development phase.

1.4 Exceptions to Policy

The Complete Streets Project Sheet will capture requests and approvals of any exceptions to the Complete Streets Policy. Documentation of exceptions will reference the reason for such action, including unique site constraints, prohibition of pedestrians or bicyclists on the facility or a lack of existing or planned public transit service. Exceptions may be requested and considered any time throughout the process through the Complete Streets Program Administrator in the Integrated Mobility Division.

A multi-disciplinary Complete Streets Review Team will review all requests for exceptions to the Complete Streets Policy. The Review Team will consider the justification for the proposed exception as detailed on the Complete Streets Project Sheet and decide whether to recommend approval of the exception. Exceptions will be automatically granted if requested by the local government.

If the exception is not approved, the Review Team will initiate additional discussion with relevant parties, including the Project Manager, to explore options and alternatives for including appropriate multi-modal elements in the project. If necessary, the decision will be elevated to the Chief Deputy Secretary and/or Secretary for a final decision.

The Complete Streets Review Team consists of:

- Complete Streets Program Administrator,
- State Traffic Engineer or designee,
- State Roadway Engineer or designee,
- Integrated Mobility Division Director or designee, and
- Division Planning Engineer/Corridor Development Engineer or designee.

2. Project Development

The project development phase carries a project from concept to the specific roadway design to be constructed. The project development process considers the context, constraints and purpose of a project. All planned facilities will receive the same consideration as a project moves through the development process.

The Complete Streets Project Sheet will carry forward with a project through the project development phase. Project managers will use the Complete Streets Project Sheet early in project development to assist with determining facilities to be included in preliminary project design alternatives. The person/entity serving as the project manager varies depending on where the project is in the development process – this may be the entity that submits the project for prioritization, the NCDOT project manager or the Complete Streets Program Administrator.

The Complete Streets Project Sheet will be a ‘key document’ in the Project Advancing Transportation through Linkages, Automation, and Screening (ATLAS) workbench, allowing all personnel working on the project throughout the development process to refer to the information. Project ATLAS features a workbench tool to organize technical reports and data needed during project delivery. As part of the Workbench structure, the Project Manager will be responsible for documenting how Complete Street elements are reflected in the project design.

2.1 Project Scoping

The Project Engineer will coordinate with NCDOT’s Integrated Mobility Division (IMD) on all programmed roadway projects. The Integrated Mobility Division will participate in scoping meetings and provide a written summary memo identifying facility recommendations and design guidance as appropriate.

2.2 Bridge Projects

The Complete Streets Project Sheet will be integrated into the Structures Management Planning Process for bridge replacements and refurbishments. Until specific procedures are complete, the Project Engineer will coordinate with the Integrated Mobility Division through scoping requests to incorporate Complete Streets elements in bridge designs for each bridge replacement project undertaken by NCDOT.

Due to the long useful life of bridges, on bridges with shoulder approach sections, where:

- A pedestrian need is identified through an adopted plan, sufficient deck space will be made available on the replacement bridge for future construction of sidewalks.
- A bicycle need is identified through an adopted plan, sufficient width for bike facilities will be provided.

- A multi-use path or sidepath need is identified through an adopted plan, sufficient width for the appropriate facility will be provided on and/or below the structure.

2.3 Equal or Better Performance of a Facility

Conditions often change between the time a project is added to the STIP and the when the project development process begins that may support the incorporation of a different type of bicycle or pedestrian improvement than shown in an adopted plan. NCDOT will review an alternative facility to the bicycle and/or pedestrian facility type proposed in the adopted plan upon the written request of the local representatives to the Project Engineer. The Project Engineer will consult with the Complete Streets Program Administrator to request the evaluation of an alternative facility. The decision of the Complete Streets Review Team will be documented in the Complete Streets Project Sheet.

An alternative facility will be evaluated by the Complete Streets Review Team based on:

- Purpose and need of the proposed facilities
- Current or anticipated land use context of the project area
- Traffic count data
- Design speed
- Crash history
- Topographic and geometric features of the roadway
- Safety

3. Resurfacing and Maintenance Activities

3.1 Scheduled Resurfacing

Each year, a county-level resurfacing schedule is developed within each NCDOT Division. NCDOT Division staff will meet with local agencies to review the scheduled roadways and identify locations to evaluate Complete Streets improvements. These may include striping, markings and associated signage.

The following process will be followed to review resurfacing projects for complete street improvements:

- The Operations Program Management Unit will coordinate with the Integrated Mobility Division to identify planned facilities within the project limits suitable for implementation in conjunction with maintenance activities.
- Identified locations for Complete Streets improvements will be noted on a resurfacing list distributed to each unit of local government.
- **The local government concurrence with recommended Complete Streets improvements will be provided to the local NCDOT Division in writing.**
- Completed improvements will be incorporated into the Pedestrian and Bicycle Infrastructure Network (PBIN) and ATLAS upon completion.

3.2 Addition of Rumble Strips/Stripes

Rumble strips/stripes are recognized as a safety countermeasure to reduce lane departure motor vehicle crashes. Rumble strips/stripes, raised traffic bars, asphalt or concrete dikes, reflectors and other such surface alterations where installed on roadways without full access control will be placed in a manner as not to present hazards to bicyclists or interfere with existing on-road bicycle facilities.

Rumble strips/stripes will not be extended across the shoulder of the roadway or other areas intended for bicycle travel. For shoulders suitable for bicycle use, refer to the authoritative design references outlined in Section 7 of this Guide. The Mobility & Safety Division in coordination with the Integrated Mobility Division will evaluate situations on a case by case basis where rumble strips/stripes recommended for safety may conflict with bicycle travel.

4. Work Zone Accommodations

The continuity of existing bicycle and pedestrian facilities will be maintained during construction and maintenance activities. During the construction phase of a roadway project, NCDOT's [Guidelines for the Level of Pedestrian Accommodation in Work Zones](#) will be followed.

5. Policy References

5.1 Eliminated Policies

The following policy documents are superseded by the Complete Streets Policy (2019):

- *Complete Streets Policy* (2009) and *Complete Streets Planning and Design Guidelines* (2012)
- *Bicycle Policy* (2009, update)
- *Pedestrian Policy Guidelines* (2001)
- *Administrative Action to Include Local Adopted Greenway Plans in the NCDOT Highway Planning Process* (1994)

5.2 Related Policies

The following policy documents include elements related to Complete Streets implementation:

- *Traditional Neighborhood Development Manual* (2000)
- *Bridge Policy* (2000)
- *Policy on Street and Driveway Access to North Carolina Highways* (2003)
- *Exceptions to Maintenance Responsibilities on State Highway System Streets in Municipalities* (2003)
- *Guidelines for Inclusion of Greenway Accommodation Underneath a Bridge as Part of a NCDOT Project* (2015)
- *Subdivision Roads: Minimum Construction Standards* (2016)

6. Cost Share

6.1 Complete Street Cost Share

The table below illustrates the funding responsibilities for Complete Streets incorporating bicycle and pedestrian and public transportation facilities.

Complete Street Cost Share			
Facility Type	In Plan	Not in Plan, but Need Identified	Betterment
Pedestrian Facility	NCDOT pays full	Cost Share	Local
On Road Bicycle Facility	NCDOT pays full	NCDOT pays full	Local
Side Path	NCDOT pays full	Cost Share	Local
Greenway Crossing	NCDOT pays full	Cost Share	Local
Bus Pull Out	NCDOT pays full	Cost Share	Local
Bus Stop (pad only)	NCDOT pays full	Cost Share	Local

Bicycle, pedestrian and public transportation facilities that appear in an adopted Plan directly or by reference as described in Section 1.1 will be included as part of the proposed roadway project. Facilities will be designed based on the authoritative design references outlined in Section 7 of this Guide. NCDOT will fully fund the cost of designing, acquiring right of way, and constructing facilities, not including elements identified as betterments as defined in Section 6.3.

NCDOT is responsible for the full cost of bridge replacements and bridge widenings, including approved pedestrian facilities on the structure. Bridges will not be included in the total project construction cost for cost-sharing purposes. Where an alternative facility requiring equal or lesser right-of-way is deemed to perform on an equal or better basis with concurrence by the Integrated Mobility Division, NCDOT will construct the alternative facility at no cost to the local jurisdiction.

6.2 Cost Share Formula

Bicycle and pedestrian facilities incidental to a roadway project where a need has been identified through the project scoping process but not identified in an adopted plan may be included in the project. Inclusion of these incidental facilities requires the local jurisdiction to share the incremental cost of constructing the identified improvements, based on the population thresholds below.

Cost Share Formula		
Jurisdiction Population*	Cost Participation	
	NCDOT	Local
> 100,000	80%	20%
50,000 to 100,000	85%	15%
10,000 to 50,000	90%	10%
< 10,000	95%	5%
<i>*For counties, the non-municipal county population, OSBM</i>		

NCDOT will estimate the incremental cost of proposed improvements. The percentage of the total cost share for these improvements will be set according to the population of the jurisdiction in the most recent [annual certified estimate of population](#) as determined by the state demographer, and executed through a local agreement.

6.3 Betterment

A roadway project betterment is defined as:

- A requested bicycle, pedestrian or public transportation improvement that exceeds the recommendations appearing in an adopted plan and/or exceeds the needs identified through the project development process; or
- Aesthetic materials and treatments, if this cost is determined to exceed the cost of standard construction materials; or
- Landscaping in excess of standard treatments as defined by NCDOT [Roadside Aesthetics Policy](#); or
- Lighting in excess of standard treatments as defined by NCDOT lighting policy.

The additional costs associated with inclusion of these elements in a roadway project are the responsibility of the local jurisdiction, executed through a local agreement.

6.4 Maintenance

Bicycle and pedestrian improvements inside a municipal boundary are subject to local maintenance. A local maintenance agreement will be executed prior to the completion of a construction project.

For bicycle and pedestrian improvements outside of a municipal boundary where a county maintenance agreement is not executed to maintain the facility, NCDOT will maintain the facility after construction if the bicycle or pedestrian facility lies within NCDOT right-of-way.

7. Design Guidance

The NCDOT **Roadway Design Manual** will serve as the authoritative reference for Complete Streets design. Cross-sections from the Manual will be used in each stage of project planning, prioritization and development.

American Association of State Highway Transportation Officials (**AASHTO**) guides will serve as authoritative references for street design and will be used in coordination with the NCDOT Roadway Design Manual.

National Association of City Transportation Officials (**NACTO**) guides will serve as supplemental references for street design and will be used in coordination with the NCDOT Roadway Design Manual and AASHTO guides.

The Federal Highway Administration (**FHWA**) provides supplemental guidance on selecting appropriate bicycle and pedestrian facilities. These include guides on countermeasures, bikeways, raised medians and other facilities.

8. Administration of the Policy

The Complete Streets Core Technical Team (CTT) will meet quarterly to oversee the implementation of Complete Streets. The primary role of the CTT will be to review and maintain the Implementation Guide, recommend updates and process improvements and establish performance metrics for implementation. The CTT will direct the implementation of recommendations contained within the NCDOT Complete Streets 2.0 Recommendations document.

The CTT is comprised of representatives of the following units:

- ADA/Title VI Office
- Integrated Mobility Division
- Chief Deputy Secretary's Office
- Division of Highways
- Environmental Policy Unit
- Mobility & Safety
- Planning & Programming
- Rail Division
- Roadway Design Unit
- Technical Services
- Transportation Planning Division

Mode:

Note that this sheet does not need to be completed for ferry vessel projects, freight rail infrastructure projects, or aviation projects.

SPOT ID: _____ TIP #: _____

Route/Project Name: _____

Submitting Organization: _____ Contact Name: _____

Date: _____

The NCDOT Complete Streets Policy requires pedestrian, bicycle, and public transportation facilities to be evaluated for all transportation projects. Facility recommendations will vary depending on a project's context. Final determination of facilities to be included will be made in Project Development.

Complete the boxes below and on page 2 to note which facilities are being evaluated as part of the project. Check all facilities that apply, or if facilities for a particular mode will not be evaluated, check the reason(s) that apply.

Pedestrian facilities to be evaluated:

- Sidewalks*
- Marked crosswalks
- Pedestrian crossing countermeasures
- Pedestrian signalization
- Multi-use path or sidepath*
- Other element(s):

Pedestrian facilities will NOT be evaluated because (at least one):

- Location is greater than one mile from any existing or planned pedestrian facility, residential or commercial land use, school, or public transit stop.
- Location has unique site constraints.
- Pedestrian uses are prohibited.
- Additional reasons(s) or notes:

*Subject to local municipal agreement

Bicycle facilities to be evaluated:

- Multi-use path or sidepath*
- Protected bike lane
- Striped bike lane (buffered or standard)
- Marked shoulder with supplemental pavement markings
- Other element(s):

Bicycle facilities will NOT be evaluated because (at least one):

- Location has unique site constraints.
- Bicycle uses are prohibited.
- Additional reasons(s) or notes:

*Subject to local municipal agreement

P6.0 Complete Streets Project Sheet

Public transit improvements to be evaluated:

- Improved bus stops*
- Sidewalks*
- Pedestrian crossing treatments
- Bus pullouts
- Transit signal priority
- Bus on Shoulder System (BOSS)
- Dedicated lanes/Bus Rapid Transit Facility
- Other element(s):

Public transit improvements will NOT be evaluated because (at least one):

- Location is not served by any public transit routes and no new service is identified in any public transit agency plans.
- Location has unique site constraints
- Additional reason(s) or notes:

*Subject to local municipal agreement

EXCEPTIONS

If **no** facilities for pedestrians, bicycles, or public transportation will be evaluated, an exception to the Complete Streets Policy is required. Please provide detailed information to justify the exception to including any Complete Streets elements in this project. **Note that Exceptions will be reviewed by the Complete Streets Review Team upon programming in the STIP of the project.**

Remainder of sheet is intended for use by Complete Streets Review Team.

Date reviewed:

- Exception has been reviewed and approved by the Complete Streets Review Team.
- Exception has not been reviewed and NOT approved by the Complete Streets Review Team.

State Traffic Engineer or designee Date

Director of Bike Ped/Public Transportation Division or designee Date

Division Planning Engineer/Corridor Development Engineer or designee Date

PLANNING ZONING BOARD

Tuesday, January 21, 2020

The Planning & Zoning Board held their regular meeting on Tuesday, January 21, 2020 in the Council Chambers of the Graham Municipal Building at 7:00 p.m. Board members present were Dean Ward, Nate Perry, Eric Crissman, Bonnie Blalock and Justin Moody. Absent were Rachel McIntyre and Michael Benesch. Staff members present were Nathan Page and Debbie Jolly, Zoning and Inspection Technician. Chairman Ward called the meeting to order, gave the Overview of the Board, general meeting rules.

1. Approval of the November 19, 2019 minutes. A motion was made to approve the minutes by Bonnie Blalock seconded by Nate Perry. All voted in favor.

2. New Business

- a. CR2001 Reserve on 54. Application by Brandon Martin for rezoning from R-12 to Conditional Residential (C-R) for 37 townhomes on Sunset Drive. GPIN 8884809576. Nathan Page presented the project to the Planning Board. Brandon Martin gave an overview of his project. He answered a few questions for the board. Several neighbors, listed below, voiced concerned about stormwater issues, road and traffic issues, and density. The board had questions for Mr. Martin. Eric Crissman ask about changing the plan to 18 town homes to help the density and the water issues. Nate Perry ask when stormwater infrastructure is required. Eric Crissman made a motion to table until The February meeting, seconded by Bonnie Blalock. All voted aye.

William Moore	1116 E. Harden St.
Kelly Jones	958 Sunset Dr.
Richard Granja	958 Sunset Dr.
Chris Dunnagan	902 Sunset Dr.
David Wilson	868 Sunset Dr.
Chris Allen	944 Sunset Dr.
Ricky Apple	884 Sunset Dr.
Joey Janicki	920 Sunset Dr.

- b. S2001 Valor Ridge. Application by David Michaels for subdivision of R-12 lots. Application for 114 lots on Parham Drive and Wildwood Lane. Various GPINs including 8883100187. Mr. Page gave an overview of the project for the subdivision. Mr. David Michaels presented his project to the board. The following neighbors spoke about their concerns; traffic opening up through Parham Drive, losing part of their yard for the widening of the roads, open space area, the average size house on the lot, cars being parked on the side of the road, and kids playing in the street. The board had a brief discussion about the project. Eric Crissman made a motion to approve the plan as presented as it meet the Graham Comprehensive plan 3.2.3, 3.2.4 and 4.2.1. Seconded by

Justin Moody. Vote was 4-1 with Dean Ward opposing.

Mark Jones	1701 Parham Dr.
Patty Allen	265 W. Shannon Dr.
Byron Bullis	500 Wildwood Ln.
Tom Hall	5603 New Garden Rd.
Kevin Cook	1735 Parham Dr.
Homer Wade	5603 New Garden Rd
Neal Gann	1923 Broadway Dr.
Mike Allen	265 W. Shannon Dr.

- c. AM2001 Planning Board Times. An amendment to the existing Planning Board Meeting date Ordinance, and to set voting for officers at the meeting following appointments. Eric Crissman made a motion to approve the draft language for section 10.18, and to amend section 10.20 to read “If an officer of the Board leaves the board, election shall occur at the next scheduled meeting.” Seconded by Nate Perry. All vote Aye.
3. Public comment on non-agenda items. Mr. Ward ask the board about going to City Council and asking them for money for an attorney to attend the BOA and Planning Board meeting as needed.

Eric Crissman made a motion to adjourn, Nate Perry seconded. All voted Aye.

No further business the meeting was adjourned.

Respectfully Submitted,
Debbie Jolly



STAFF REPORT

Prepared by Nathan Page, Planning Director

The Reserve on 54 (CR2001)

Type of Request: Rezoning

Meeting Dates

Planning Board on January 21, 2020

City Council on October 1, 2019

Contact Information

Brandon Martin

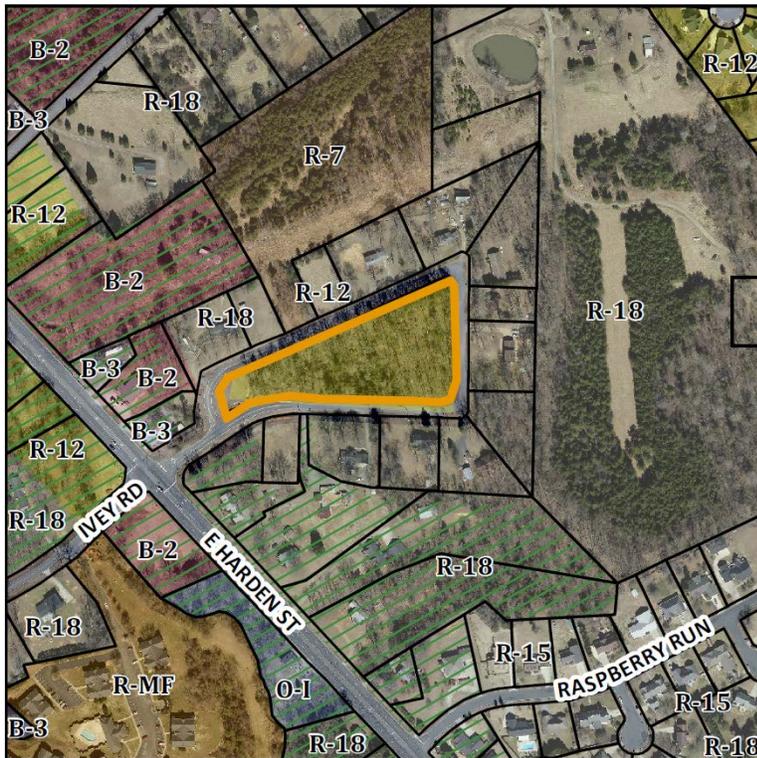
1430 Raspberry Run

336-684-8829;

brandon@epicconstructionNC.com

Summary

This is a request to rezone the subject property from R-12 to CR. The proposed use of the property is for 37 townhomes, with a mixture of quads, triples, doubles, and single units.



Location

Sunset Drive

GPIN

8884809576

Current Zoning

Residential (R-12)

Proposed Zoning

Residential (CR)

Overlay District

none

Surrounding Zoning

R-18, B-2, B-3, R-7

Surrounding Land Uses

Single Family, Vacant, and Light Commercial

Size

Approximately 3 acres

Public Water & Sewer

Yes

Floodplain

No

Staff Recommendation

Approval

Technical Review Committee

The Technical Review Committee reviewed the application and provided comments to the applicant via the Planning Director. As of the publishing of this agenda packet, the applicant had not responded to the comments. There are substantial required revisions to the plans, which may result in the loss of a few units for stormwater control, but would not require a new roadway be constructed.

Conformity to the *Graham 2035 Comprehensive Plan (GCP)* and Other Adopted Plans

Applicable Policies;

- 3.3.2 Focused Development.** In order to maintain Graham's affordability and promote growth, the city will facilitate smart growth development by promoting infill development and focused, walkable, and mixed use built environments. *The Graham 2035 Comprehensive Plan expects a continuation of the Interchange Regional Node to develop within the half-mile walkable radius of this neighborhood.*
- 5.1.1 Housing Variety.** Encourage a mix of housing types within Graham to increase choice. These can include single family dwellings units, multifamily dwelling units, small units, pre-fabricated homes, co-housing and clustered housing. *This project would construct additional townhomes to increase housing choice in Graham.*

Applicable Strategies;

- 4.3.1 Land Use Patterns.** Promote development of efficient land use patterns to allow continued quality and efficiency of water systems. Discourage the extension of water service into areas that are not most suitable for development. *The site would connect to existing city sewer and water with only a short extension. The road network already installed by NCDOT would be used at this location.*

Planning Type

Neighborhood

Development Type

Suburban Residential

For single family residential, townhouses, duplexes, accessory dwelling units, and small scale multi-family dwelling of twelve units or less.

Buildings should be located near the front of the property line, oriented towards the street, and include front porches and other private outdoor spaces.

Recess garages behind the front of buildings to avoid streetscapes dominated by garage doors.

Density of 3 to 6 DU/acre

Staff Recommendation

Based on *The Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff recommends **approval** of the rezoning. The following supports this recommendation:

- Rezoning the property would be in consistence with Policy 3.3.2, 5.1.1, and Strategy 4.3.1 of *The Graham 2035 Comprehensive Plan*.



Application for REZONING or CONDITIONAL REZONING

RECEIVED

JAN 03 2020

PLANNING DEPT.

P.O. Drawer 357
201 South Main Street
Graham, NC 27253
(336) 570-6705
Fax (336) 570-6703
www.cityofgraham.com

This application is for both general district rezonings and conditional rezonings. Applications are due on the 25th of each month. Applicants are encouraged to consult with the *City of Graham Development Ordinances* and the City Planner.

Site

Street Address: 0 Sunset Dr

Tax Map#: 147607 GPIN: 8884809576

Current Zoning District(s):

- R-7 R-9 R-12 R-15 R-18
 R-MF R-G C-R C-MXR
 B-1 B-2 B-3 C-B C-MXC
 O-I C-O-I I-1 I-2 C-I

Overlay District, if applicable:

- Historic S Main St/Hwy 87 E Harden St/Hwy 54

Current Use: Vacant Raw land

Total Site Acres: 3

Property Owner: The Reserve on 54, LLC

Mailing Address: 1430 Raspberry Run

City, State, Zip: Graham NC 27253

Applicant

Property Owner Other _____

Application for Conditional Rezoning may only be initiated by the owner of a legal interest in all affected property, any person having an interest in the property by reason of written contract with owner, or an agent authorized in writing to act on the owner's behalf. If the applicant for Conditional Rezoning is other than the Property Owner, documentation in compliance with the preceding statement must be provided in order for this application to be complete.

Name: Brandon Martin

Mailing Address: 1430 Raspberry run

City, State, Zip: Graham NC 27253

Phone # (336) 684-8829

Email: Brandon@EpicConstructionNC.com

I have completed this application truthfully and to the best of my ability.

Signature of Applicant

1/2/20

Date

Proposed Rezoning or Conditional Rezoning

Proposed Zoning District(s):

- R-7 R-9 R-12 R-15 R-18
 R-MF R-G C-R C-MXR
 B-1 B-2 B-3 C-B C-MXC
 O-I C-O-I I-1 I-2 C-I

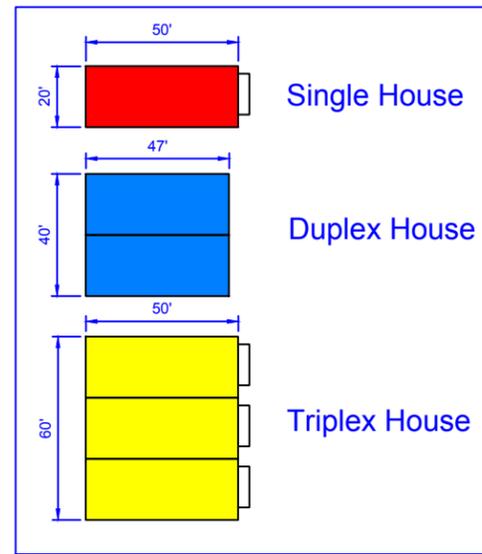
Describe the purpose of this rezoning request. *For Conditional Rezoning*, also specify the actual use(s) intended for the property (from Sec. 10.135 Table of Permitted Uses) along with other descriptive or pertinent information, such as number of dwelling units, type of multifamily development, square footage and number of buildings:

37 Townhouse with a mixture of quads,triples,doubles and single units. 33 2 story units, 4 single story units.

For Conditional Rezoning, this application must be accompanied by a Preliminary Site Plan and supporting information specifying the actual use(s) and any rules, regulations or conditions that, in addition to predetermined ordinance requirements, will govern the development and use of the property.

Site Plan Review Application **must be attached** to this application for Conditional Rezoning

Office Use Only. DEVID#

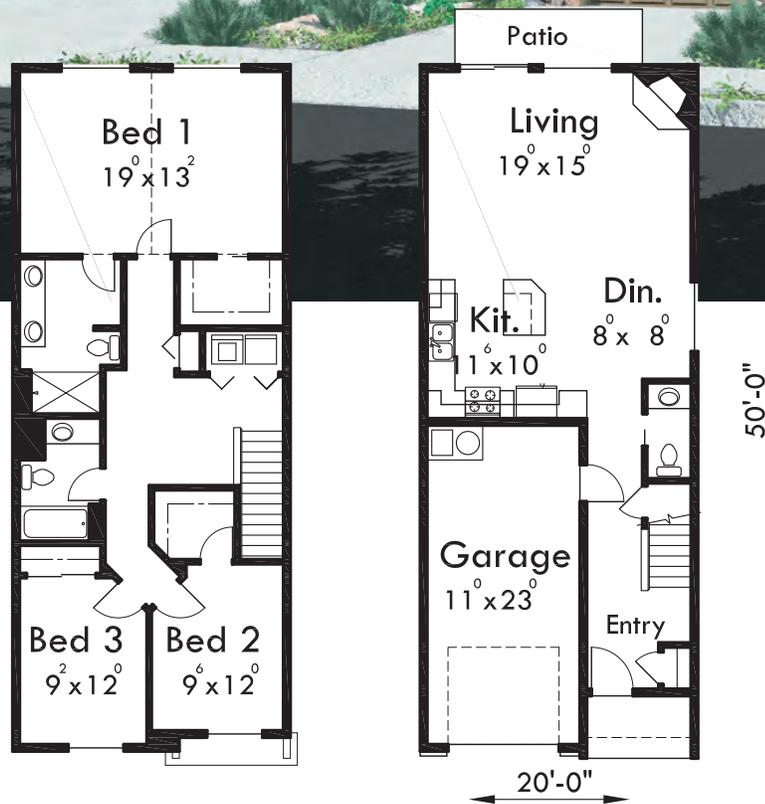


Parcel No. (APN) 147607
 Land Use Cat. VACANT LAND
 Land Use Desc. MISCELLANEOUS VACANT LAND
 Lot Area 130,680 SF (3 ACRES)
 Legal Information VL SUNSET DR 6-30-26

Sunset Dr
 Graham, NC 27253
 Scale: 1"=60'

PLAN T-401

MAIN FLR.	686 SQ. FT.
UPPER FLR.	948 SQ. FT.
TOTAL	1634 SQ. FT.
GARAGE	272 SQ. FT.



Bruinier & associates, inc. building designers
503-246-3022 www.houseplans.pro & www.bruinier.com
1304 SW BERTHA BLVD. PORTLAND OREGON 97219



PLANNING BOARD Recommendation & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall advise and comment on whether the proposed amendment is consistent with "The Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

Reserve on 54 (CR2001)
Type of Request
Conditional Rezoning
Meeting Dates
Planning Board on January 21, 2020
City Council on February 11, 2020

I move to **recommend APPROVAL** of the application as presented.

I move to **recommend APPROVAL with the following conditions:**

- [insert additional conditions]

I move to **recommend DENIAL.**

The application is **consistent** with *The Graham 2035 Comprehensive Plan*.

The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

The action is reasonable and in the public interest for the following reasons:

This report reflects the recommendation of the Planning Board, this the 21st day of January, 2020.

Attest:

Dean Ward, Planning Board Chairman

Debbie Jolly, Secretary



STAFF REPORT

Prepared by Nathan Page, Planning Director

Valor Ridge (S2001)

Type of Request: Major Subdivision

Meeting Dates

Planning Board on January 21, 2020

City Council on February 11, 2020

Contact Information

David Michaels, Windsor Investments, LLC

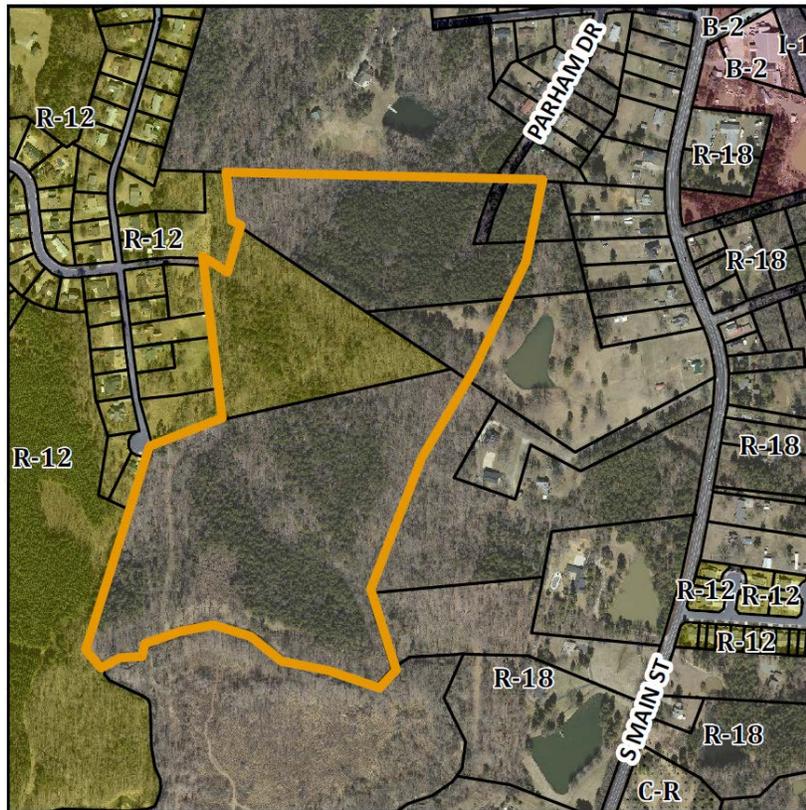
PO Box 9147 Greensboro NC, 27429

336-282-3535

dmichaels@windsorinvestments.com

Summary

This is a request to subdivide the approximately 52 acres of the subject property for up to 114 single family residential lots. The properties are currently vacant.



Location

Wildwood Lane and Parham Drive

GPIN

8883100157, and portions of
8883312515, 8883216464,
8883204297, 8883303914.

Zoning

Residential
(R-12)

Overlay District

none

Surrounding Zoning

R-18, R-12

Surrounding Land Uses

Single Family and Vacant

Size

Approximately 52 acres

Public Water & Sewer

Yes

Floodplain

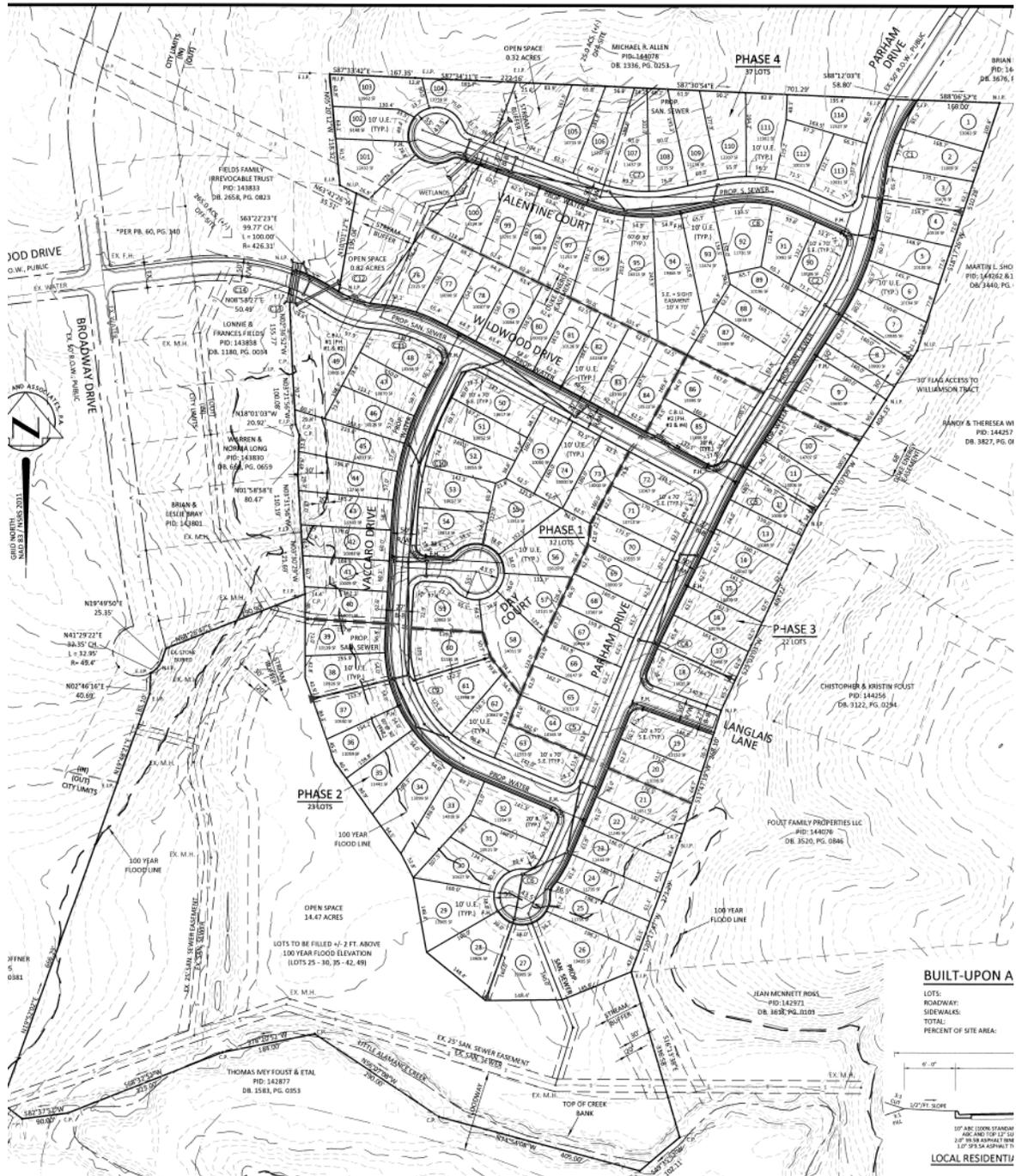
Yes

Staff Recommendation

Approval

Technical Review Committee

The Technical Review Committee reviewed the application and provided comments to the applicant via the Planning Director. As of the publishing of this agenda packet, the applicant had not responded to the comments. There are substantial required revisions to the plans, but they do not affect the number of proposed lots, nor the access points from Wildwood Ln. or Parham Dr.



Conformity to *The Graham 2035 Comprehensive Plan* and Other Adopted Plans

From Our Vision

- A Healthy Environment** New growth in Graham will occur sustainably, with minimal impact on the natural environment. Conservation efforts will maintain the health of the watershed, preserve habitat for native plants and animals, as well as reduce pollution through investments in renewable energy sources, clean transportation options, and resource conservation. *This subdivision proposes approximately 15.6 acres of open space (approximately 30% of the total parcels), mostly in the floodplain. This protection of existing floodplain will reduce downstream flood events and protect habitat. The common areas are identified in our Future Land Use Map as areas to protect. Additionally, it will begin to lay out a greenway connection to the MST/HRT along Big Alamance Creek.*

Development Type

Suburban Residential

Located near a major thoroughfare

For single family residential

Characteristics include sidewalks on both sides, street trees at 30-40 feet intervals, and block lengths less than 600 feet

Density of 3 to 6 DU/acre

Infrastructure includes water, sewer, street connectivity and underground utilities

Applicable Strategies and Policies

- Policy 3.2.3 Fewer Dead-end Streets** Discourage or prohibit the development of cul-de-sacs and dead-end streets in new projects. *This proposal permits redundant access to all but a few lots, and will allow for a second way to Parham Drive as well as Wildwood Drive.*
- Policy 3.2.4 Greenway System** Promote a greenway system that links together the City's recreational resources and provides connections to commercial, employment, and residential areas. Greenways along stream buffers should be prioritized in order to protect the stream watershed. *This parcel contains land that a pedestrian easement will be required as a condition of TRC approval.*
- Strategy 4.2.1 Greenways** Continue to develop a greenway system that links together the City's recreational resources. *Alamance County Parks and Recreation is attempting to link many of these neighborhoods with the Haw River Trail.*

Policy 4.3.1 Land Use Patterns Promote development of efficient land use patterns to allow continued quality and efficiency of water systems. Discourage the extension of water service into areas that are not most suitable for development. *This proposal keeps almost all of the development out of the floodplains, and connects to stubs from the north and west.*

Staff Recommendation

Based on *The Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff recommends approval of the subdivision.

The following supports this recommendation:

Allowing a subdivision in this location removes households from the potential harm from floodways (Policy 4.3.1), and protects greenspace (3.2.4) and promotes a greenway trail system (4.2.1).



Application for SUBDIVISION

P.O. Drawer 357
201 South Main Street
Graham, NC 27253
(336) 570-6705
Fax (336) 570-6703
www.cityofgraham.com

This application is for both major and minor subdivisions, as defined in Article VIII of the *City of Graham Development Ordinances*.

Site

General description of subdivision location, using nearest streets, streams or other identifiable features:

Located south of the terminus of Parham Drive and east of the terminus of Wildwood Drive

Tax Map#: See attached GPIN: See attached

Current Zoning District(s): R-12

Overlay District, if applicable:

Historic S Main St/Hwy 87 E Harden St/Hwy 54

Property Owner: See attached

Mailing Address: See attached

City, State, Zip: See attached

Phone # _____

Applicant and Project Contact

Name: Windsor Investments, LLC

Property Owner Engineer/Surveyor

Other contract land purchaser

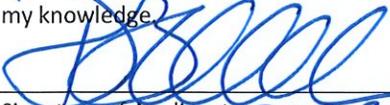
Mailing Address: PO Box 9147

City, State, Zip: Greensboro, NC 27429

Phone # (336) 282-3535

Email: dmichaels@windsorinvestments.com

I certify that all information furnished is true to the best of my knowledge.


Signature of Applicant DAVID B. MICHAELS Date 1/2/20

Submit SUBDIVISION MAPS with this application
COMPANY AGENT

Proposed Subdivision

Subdivision Name: Valor Ridge

Type of Application:

- Preliminary Plat, Major Subdivision **By signing this application, I authorize the City of Graham to record the Final Plat.*
 Final Plat*, Major Subdivision
 Final Plat*, Minor Subdivision

Number of Lots: 114 Total Acreage: 52.16

Related Development (if any): _____

Subdivision Maps

This application **must be accompanied** by a subdivision map, which may include one or more sheets to provide sufficient detail for review. **See the back of this application for a checklist of items that should be shown on the subdivision map, as applicable.** The following copies of the subdivision map are required to be submitted with this application:

- For Major Subdivision Preliminary Plan, 4 paper copies and an electronic pdf*
 For Major Subdivision Final Plats, an electronic pdf for preliminary review, then 2 Mylar and 2 paper copies
 For Minor Subdivision Final Plats, an electronic pdf for preliminary review, then 2 Mylar and 1 paper copy

Other Requirements

- NCDOT Driveway Permit, if a new or relocated driveway is proposed on a NCDOT road, or for existing driveways if the use of the property is changing*
 NCDOT 3-Party Encroachment Agreement, if things such as a sidewalk or utility connection are proposed in the right-of-way
 Flood Elevation Certificate, if there is Special Flood Hazard Area near the development
 Floodplain Development Permit, if development is proposed in a Special Flood Hazard Area
 Stormwater Permit, if one or more acres is disturbed
 Erosion Control Permit from the NC Dept. of Environment and Natural Resources if the land disturbing activity exceeds one acre

FOR OFFICE USE ONLY

DEVID#

Fee \$

Application for Rezoning

Street Address:

Parham Dr.; Broadway Dr.; 1855 S Main St.; 1843 S Main St.

Tax Map #:

6-16-35 (part)

6-16-34 (part)

6-14-6

6-14-4 (part)

6-16-29 (part)

GPIN:

8883312515 (part)

8883216464 (part)

8883100157

8883204297 (part)

8883303914 (part)

Property Owners:

Martin & Shadra Shoffner – 1468 Trollingwood-Hawfields Rd., Mebane, NC 27302

Foust Family Properties, LLC – 906 Hanford Rd., Graham, NC 27253

Randy & Theresa Williamson – 1843 S. Main St., Graham, NC 27253

Subdivision Map Checklist

Title Block and Data

- Plat title
- Owner's name with address and daytime phone number
- Developer's name, address and daytime phone number, if different from owner
- Surveyor's name and address
- Location (township, county, state)
- Name, address and telephone number of map preparer
- Dates map prepared or revised
- Scale of drawing in feet per inch and bar scale
- North arrow and orientation (north arrow shall not be oriented towards the bottom of the map)
- Zoning and overlay districts in the area
- Proposed land use on the property and existing land use on adjacent properties
- Plat book references
- Tax map, block and lot numbers
- Acreage of all proposed lots and of total tract
- Total number of lots proposed
- Subdivision location shown on small-scale vicinity map
- Surveyor's Certificate
- Statement of Land Use Regulation
- Statement of Planning Agency Approval
- Statement of Review Officer Approval
- An index sheet, if more than two sheets

Planimetric

- City limits and other jurisdiction lines
- Boundaries of the tract, with bearings, distances and control corners
- Existing property lines on the tract to be subdivided; show any property lines to be changed as dashed lines
- Proposed lot lines and dimensions
- Addresses of all lots
- Proposed minimum building setback lines
- Label all existing and proposed structures
- Railroad lines and rights-of-way
- Locations designated as common areas or open space
- Existing and proposed topography of the tract and beyond showing contour intervals of no greater than 5ft (2ft preferred) and labeling at least two contours per map
- Location, dimension and type of any easements, existing or proposed
- Proposed phasing, if any

Utilities

- Preliminary water and sanitary sewer layouts (final to be provided with Utility Construction Plans)

Landscaping

- Location, dimensions and type of required planting yards and opaque screens/buffers
- Location of proposed plantings with a description of the species to be used
- Approximate height, species and method of tree protection where existing vegetation is to be preserved
- 10'x70' site triangle at all street and driveway intersections

Transportation and Parking

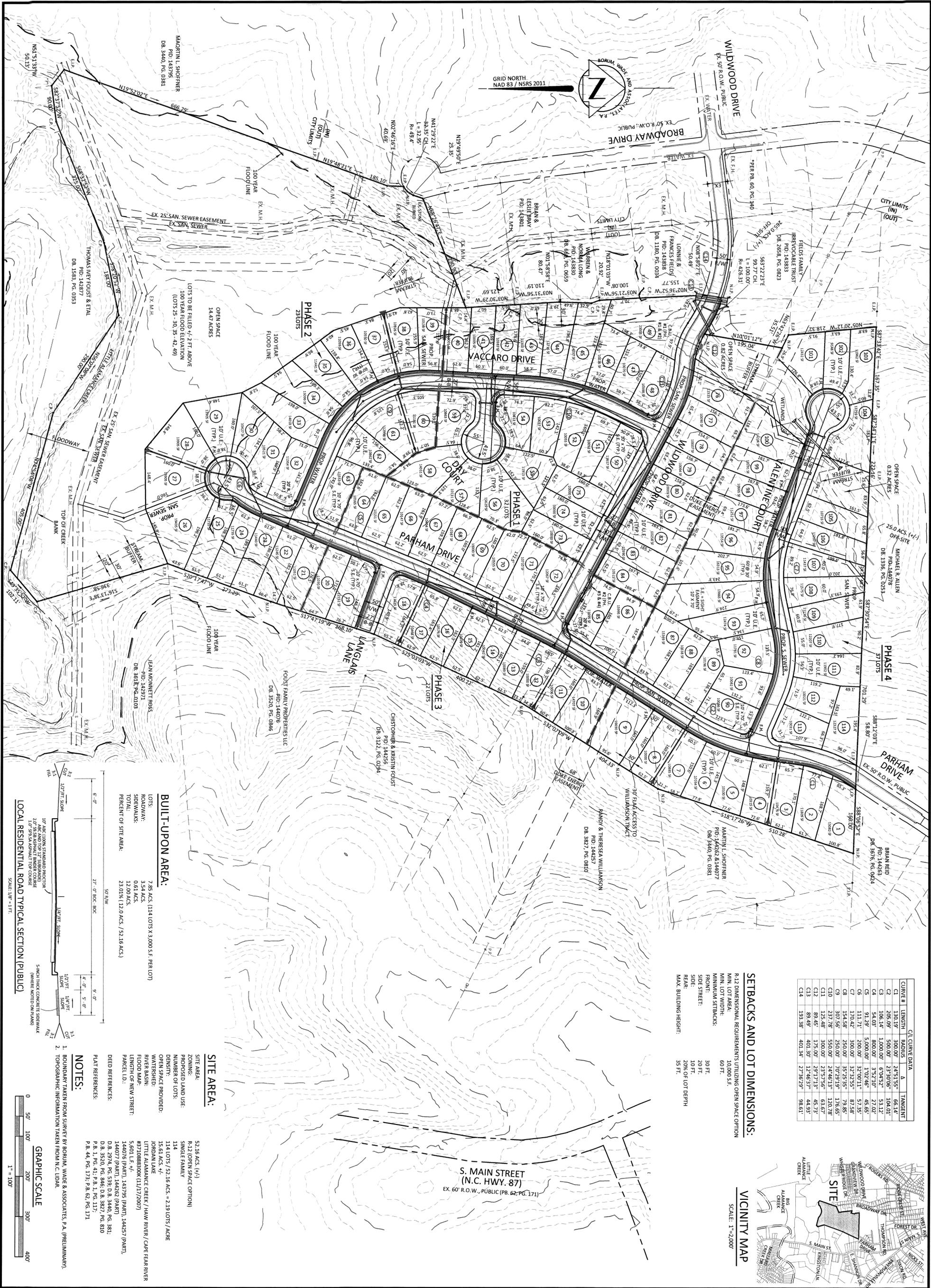
- Existing and proposed right-of-way lines
- Existing and proposed streets showing pavement or curb lines, width, and existing and proposed street names
- Profile of any proposed new street
- Width of driveways and internal circulation roadways
- Driveways adjacent to or across the street from the site and the distance between driveways
- Existing and proposed sidewalks and handicap ramps, including dimensions
- Dimensions and location of all parking, queuing and loading areas, including spaces and maneuvering areas
- Calculation of minimum required off-street parking spaces and total spaces provided

Stormwater Control, Stream Buffers and Floodplains

- Location and type of existing and proposed stormwater controls, including location of inlets
- Layout of stormwater control, grading and significant components
- Location of all streams and drainageways
- Location of stream buffers on all USGS and NRCS Soil Survey mapped streams
- Indicate that all buffers are to remain in an undisturbed state
- Location of jurisdictional waters and wetlands (Note 1)
- Location of proposed stream crossings showing the proposed grading and overall stream impact, including culvert and outlet protection length
- Identify any FEMA regulated floodway or floodplain on the property and locate and label the 100-year Base Flood Elevation
- Extent and size (in acres) of area to be disturbed (Note 2)
- Location and type of proposed erosion control devices

Note 1. The US Army Corps of Engineers and the NC Division of Water Quality regulate wetlands and waters of the United States through the 404 Corps Permit and 401 State Water Quality Certification process. Site designers and developers are responsible for obtaining all applicable local, state and federal permits, certifications or approvals as necessary for proposed site development activities.

Note 2. If the proposed land disturbing activity exceeds one (1) acre, an Erosion Control Permit from NCDENR Land Quality is required.



GRID NORTH
NAD 83 / NRSR 2011



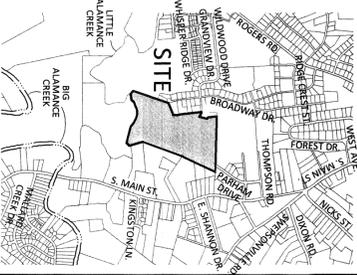
BUILT-UPON AREA:
 LOTS: 7.85 ACS. (114 LOTS X 3,000 S.F. PER LOT)
 ROADWAY: 3.54 ACS.
 SIDEWALKS: 0.61 ACS.
 TOTAL: 12.00 ACS.
 PERCENT OF SITE AREA: 23.01% (12.0 ACS. / 52,116 ACS.)

SITE AREA:
 52,116 ACS. (+/-)
 R-12 (OPEN SPACE OPTION)
 SINGLE FAMILY
 114 LOTS / 52,116 ACS. = 2,119 LOTS / ACRE
 DENSITY:
 OPEN SPACE PROVIDED:
 WATERSHED:
 RIVER BASIN:
 FLOOD HAZ.
 LENGTH OF NEW STREET:
 PAVEMENT:
 DEED REFERENCES:
 PLAT REFERENCES:
NOTES:
 1. BOUNDARY TAKEN FROM SURVEY BY BORUM, WADE & ASSOCIATES, P.A. (PRELIMINARY).
 2. TOPOGRAPHIC INFORMATION TAKEN FROM N.C. LDN.

SETBACKS AND LOT DIMENSIONS:
 R-12 DIMENSIONAL REQUIREMENTS UTILIZING OPEN SPACE OPTION
 MIN. LOT AREA: 10,000 S.F.
 MIN. LOT WIDTH: 60 FT.
 MINIMUM SETBACKS:
 FRONT: 30 FT.
 SIDE STREET: 20 FT.
 REAR: 10 FT.
 25% OF LOT DEPTH
 MAX. BUILDING HEIGHT: 35 FT.

CURVE #	LENGTH	RADIUS	Δ	TANGENT
C1	130.19	300.00	24°31'55"	66.14
C2	205.09	500.00	23°30'06"	104.01
C3	106.14	1,000.00	6°04'52"	53.12
C4	54.03	800.00	3°52'10"	27.02
C5	91.37	5,000.00	3°32'10"	45.65
C6	111.42	2,000.00	32°00'11"	57.55
C7	114.42	250.00	35°35'35"	79.82
C8	154.58	250.00	70°29'19"	176.62
C9	307.56	500.00	74°26'13"	120.29
C10	237.78	500.00	23°57'56"	63.67
C11	125.48	300.00	29°17'13"	45.73
C12	89.49	125.00	12°46'37"	44.59
C14	193.38	401.34	27°36'29"	98.61

VICINITY MAP
 SCALE: 1"=2,000'



C-1

OWNER/DEVELOPER:
 Windsor Investments, LLC
 P.O. Box 9147
 Greensboro, NC 27429
 PHONE: (336) 282-3535
 CONTACT: DAVID MICHAELS

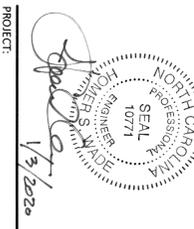
DRAWN BY: KIM
DATE: JANUARY 02, 2020
REVISIONS:

SHEET TITLE:
PRELIMINARY PLAN
 SUBDIVISION

FILE NO.: F
DRAWING SCALE: 1"=100'
PLAN SHEET NO.:

VALOR RIDGE SUBDIVISION
 PARHAM DRIVE AND WILDWOOD DRIVE
 GRAHAM TOWNSHIP, ALAMANCE COUNTY
 GRAHAM, NORTH CAROLINA

PRELIMINARY DRAWING NOT FOR CONSTRUCTION



SEALS:
 Borum, Wade and Associates, P.A.
 621 Empire Court, Suite 100, Greensboro, NC 27401-2711
 P.O. Box 21882, Greensboro, NC 27402-1882
 Phone: (336) 752-2379
 Fax: (336) 752-2379
 N.C. License #: C-0888

BWA Engineers, Planners, Surveyors

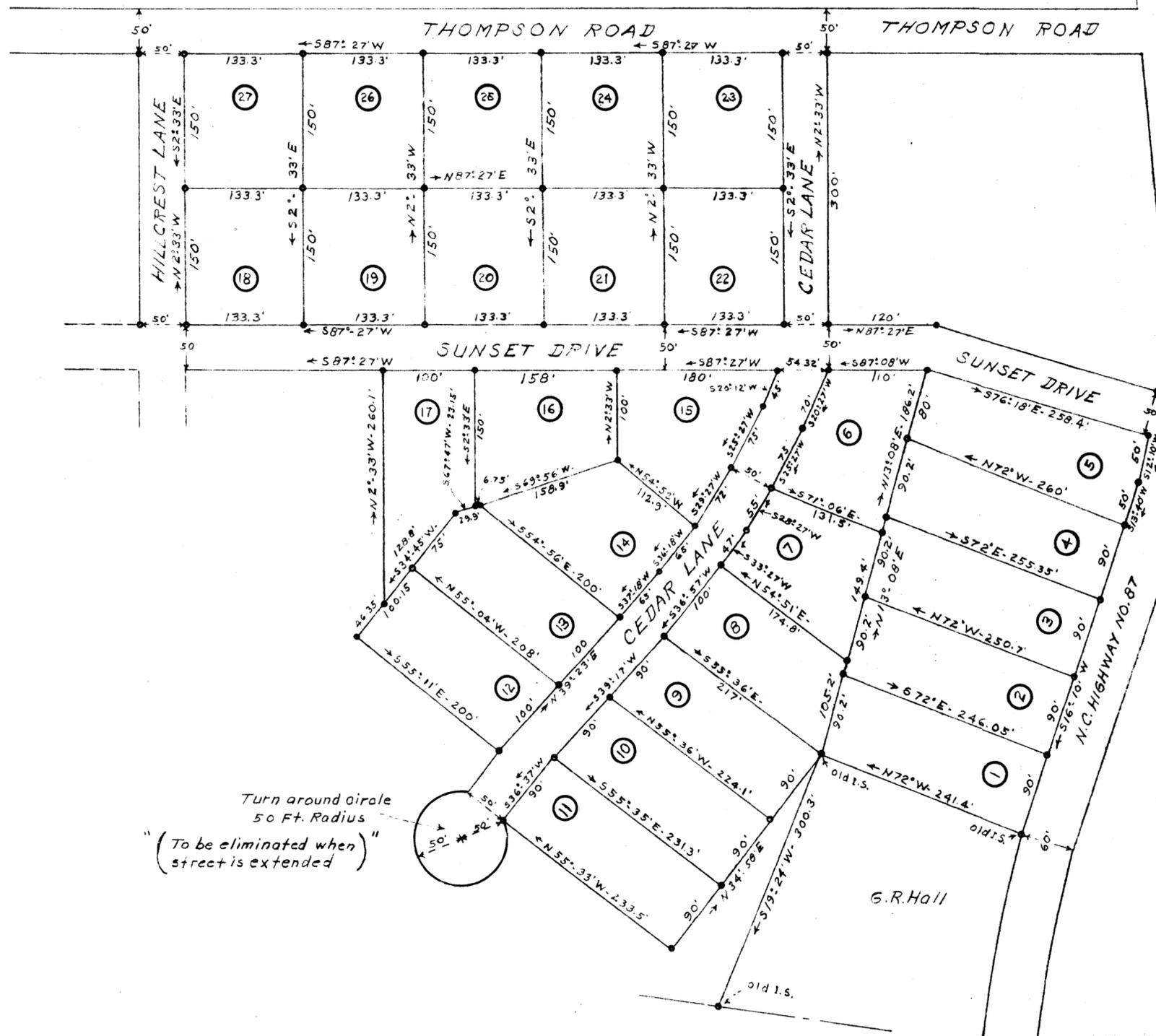
State of North Carolina, Alamance County, N.C.

J. W. T. Hall, Civil Engineer, do hereby certify that this drawing is in all respects correct to the best of my knowledge and belief and was prepared from an actual survey by me: W. T. Hall, C.E.

Sworn to and subscribed before me this 5 day of July, 1955.

Let the instrument with the certificate be registered:

Carol G. Evans Deputy C.C.C.



Turn around circle
50 Ft. Radius
" (To be eliminated when
street is extended) "

Remarks:
Iron stakes at all lot corners.

Filed for Registration at 10:00 o'clock A.M. Dec 20 1957
and registered in the office of the Register of Deeds for
Alamance County in Book No. 11 Page 24
this the 20 day of Dec, 1957
Margaret L. Horton Reg. of Deeds.

A PART OF THE
O. N. McPHERSON PROPERTY
Graham Township, Alamance County, N.C.
Scale: 1" = 100'
Surveyed by W. T. Hall, C.E., June, 1955.

27980
11-24



PLANNING BOARD Recommendation & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall advise and comment on whether the proposed amendment is consistent with "The Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

**Lacy Acres
(S2001)**

Type of Request
Major Subdivision

Meeting Dates
Planning Board on January 21, 2020
City Council on February 11, 2019

- I move to **recommend APPROVAL** of the application as presented.
- I move to **recommend APPROVAL** with the following condition(s);
- [Insert additional comments]
- I move to **recommend DENIAL**.

- The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

The action is reasonable and in the public interest for the following reasons:

Allowing a subdivision in this location removes households from the potential harm of floodways (Policy 4.2.1), protects greenspace (3.2.4), and promotes a greenway trail system (4.2.1).

This report reflects the recommendation of the Planning Board, this the 21st day of January 2020.

Attest:

Dean Ward

Dean Ward, Planning Board Chairman

Debbie Jolly

Debbie Jolly, Secretary



City Council Decision & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

Valor Ridge (S2001)

Type of Request
Major Subdivision

Meeting Dates
Planning Board on January 21, 2020
City Council on February 11, 2020

Choose one...

- I move that the application be **APPROVED**.
- I move to **recommend APPROVAL** with the following condition(s);
- [Insert additional conditions]
- I move that the application be **DENIED**.

Choose one...

- The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

State reasons...

This action is reasonable and in the public interest for the following reasons:

This report reflects the decision of the City Council, this the 11th day of February, 2020.

Attest:

Gerald R. Peterman, Mayor

Darcy L. Sperry, City Clerk



City Council Decision & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council. If the City Council approves, this rezoning shall be effective upon written consent to the conditions herein described.

Reserve on 54 (CR2001)
Type of Request
Conditional Rezoning
Meeting Dates
Planning Board- Jan 21, Feb 25, 2020
City Council - March 10, 2020

Choose one...

- I move that the application be **APPROVED**.
- I move that the application be **APPROVED with the following conditions**.
 - [insert additional conditions]
- I move that the application be **DENIED**.

Choose one...

- The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

State reasons...

This action is reasonable and in the public interest for the following reasons:

These conditions voluntarily consented to by the petitioner, this the 10th day of March, 2020.

Brandon Martin, The Reserve on 54, LLC

This report reflects the decision of the City Council, this the 10th day of March, 2020.

Attest:

Gerald R. Peterman, Mayor

Darcy L. Sperry, City Clerk



STAFF REPORT

Prepared by Nathan Page, Planning Director

Text Amendment for: Planning Board Meeting Times

Type of Request: Text Amendment

Meeting Dates

Planning Board on January 21, 2020

City Council on February 11, 2020

Contact Information

N/A

Summary

The City Council has changed their meeting time to the second Tuesday of the Month. As such, it is staff's recommendation that the Planning Board move their meeting to the fourth Tuesday of the month, and reserve flexibility to change the date at some point in the future through notice and vote of the Planning Board.

Project Name

Planning Board Meeting Times
(AM2001)

Location

city-wide

Current Zoning

not applicable

Proposed Zoning

not applicable

Overlay District

not applicable

Staff Recommendation

Approval

Existing Language:

Section 10.18 Compensation of members

The members of the board shall serve without pay, except that the city council may provide a per diem for attendance at meetings. The planning board, as soon as practicable after its appointment, shall meet and organize by electing one of its members chairman, and shall also elect a secretary, who may be a member of the board, and shall meet thereafter at some designated place on the third Tuesday in each month for the transaction of its business, and more often if necessary.

Section 10.20 Terms; vacancies; removal

- (a) The term of office of the members of the planning board shall be for overlapping terms of three years, notwithstanding appointments in effect at the time of adoption of this amendment. Vacancies occurring for any reason other than expiration of term shall be filled as soon as is reasonably possible after such vacancy occurs by the proper board making the appointment. Such appointment shall be for the period of the unexpired terms, or for a term that is up to two years longer if needed to prevent the termination of four or more terms in the same year. The Board shall elect a Chair and a Vice-Chair, each of whom will serve for one year or until he/she is re-elected or his/her successor is elected. Elections shall occur at the regularly scheduled November meeting of the Board. *(Amended 9/4/2001, 1/8/2013)*

Planning Board Proposed Language:

Section 10.18 Compensation of members

The members of the board shall serve without pay, except that the city council may provide a per diem for attendance at meetings. The planning board, ~~as soon as practicable after its appointment, shall meet and organize by electing one of its members chairman, and shall also elect a secretary, who may be a member of the board, and shall meet thereafter at some designated place on the third Tuesday in each month for the transaction of its business, and more often if necessary.~~ in the Council Chambers of Graham City Hall with a monthly meeting time adopted by the Planning Board.

Section 10.20 Terms; vacancies; removal

- (a) The term of office of the members of the planning board shall be for overlapping terms of three years, notwithstanding appointments in effect at the time of adoption of this amendment. Vacancies occurring for any reason other than expiration of term shall be filled as soon as is reasonably possible after such vacancy occurs by the proper board making the appointment. Such appointment shall be for the period of the unexpired terms, or for a term that is up to two years longer if needed to prevent the termination of four or more terms in the same year. The Board shall elect a Chair and a Vice-Chair, each of whom will serve for one year or until he/she is re-elected or his/her successor is elected. Elections shall occur at the regularly scheduled November meeting of the Board. If an officer of the Board leaves the board, election shall occur at the next scheduled meeting. (Amended 9/4/2001, 1/8/2013)

Conformity to The Graham 2035 Comprehensive Plan and Other Adopted Plans**Applicable Planning District Policies and Recommendations**

- Not applicable; city-wide.

Planning District

All

Development Type

All

Staff Recommendation

Based on *The Graham 2035 Comprehensive Plan*, other jurisdictions and best practices, **staff recommends approval of the text amendment.** The following supports this recommendation:

- NCGS 160A-384 requires notice be sent out at least 10 but not more than 25 days



City Council Decision & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

Planning Board Meeting Times (AM2001)

Type of Request

Text Amendment

Meeting Dates

Planning Board on January 21, 2020

City Council on February 11, 2020

Choose one...

I move that the text amendment be **APPROVED**.

I move that the text amendment be **DENIED**.

Choose one...

The text amendment is **consistent** with *The Graham 2035 Comprehensive Plan*.

The text amendment is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

State reasons...

This action is reasonable and in the public interest for the following reasons:

This report reflects the decision of the City Council, this the 11th day of February, 2020.

Attest:

Gerald R. Peterman, Mayor

Darcy L. Sperry, City Clerk



PLANNING BOARD Recommendation & Statement of Consistency

Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall advise and comment on whether the proposed amendment is consistent with "The Graham 2035 Comprehensive Plan" and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.

**Planning Board Meeting Times
(AM2001)**

Type of Request
Text Amendment

Meeting Dates
Planning Board on January 21, 2020
City Council on February 11, 2020

- I move to **recommend APPROVAL** of the application as presented.
- I move to **recommend APPROVAL** of the alternative language, as proposed by the Planning Board.
- I move to **recommend DENIAL**.

- The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

The action is reasonable and in the public interest for the following reasons:

This report reflects the recommendation of the Planning Board, this the 21st day of January, 2020.

Attest:

Dean Ward
Dean Ward, Planning Board Chair

Debbie Jolly
Debbie Jolly, Secretary

City of Graham

Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit www.cityofgraham.com/city-hall/boards-and-commissions/

Name Sarah Kathryn Barham

Email Address bksarah123@gmail.com

Home Address 112 Mallard Creek Drive

Mailing Address 112 Mallard Creek Drive

City, State, Zip Graham NC 27253

City, State, Zip Graham NC 27253

Home Phone 336.693.3168

Alternate Phone

Do you live inside the city limits of Graham? Yes No

Are you applying for reappointment to a board of commission on which you are currently serving?

Yes No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years) | <input type="checkbox"/> Historic Resources Commission (4 years) |
| <input checked="" type="checkbox"/> Appearance Commission (3 years) | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years) |
| <input type="checkbox"/> Canine Review Board (3 years) | <input type="checkbox"/> Recreation Commission (3 years) |
| <input type="checkbox"/> Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years) |
| <input type="checkbox"/> Graham Housing Authority (5 years) | |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I have lived in Alamance County my whole life and have lived in Graham for a little over 6 years now. I love this town. I want to get more involved in the city and do whatever I can to help improve the future of Graham and it's citizens. I went to East Carolina University where I gained a BFA in Photography and currently going after my Associates in Advertising and Graphic Design. I feel that my design abilities would be an asset to Graham and to the appearance commission.

RECEIVED

DEC 04 2019

CITY OF GRAHAM

Employment

Employer/Company Name Innovative Signs and Graphics

Address 1145 St. Marks Church Road

City, State, Zip Burlington NC 27215

Job Title and Description of Responsibilities

Graphic Designer. Develop design and production of high-quality digital print and graphic materials signage: From working with clients on the design and creative direction of their signs to printing and handling of the finished product.

Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: dsperry@cityofgraham.com, in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

City of Graham

Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit www.cityofgraham.com/city-hall/boards-and-commissions/

Name Stephanie Ruiz

Email Address Agc1008@gmail.com

Home Address 219 W. Harden St Apt 202

Mailing Address

City, State, Zip Graham, NC 27253

City, State, Zip

Home Phone 3365123030

Alternate Phone

Do you live inside the city limits of Graham? Yes No

Are you applying for reappointment to a board of commission on which you are currently serving?

Yes No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- | | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years) | <input checked="" type="checkbox"/> Historic Resources Commission (4 years) |
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| <input type="checkbox"/> Canine Review Board (3 years) | <input type="checkbox"/> Recreation Commission (3 years) |
| <input type="checkbox"/> Historical Museum Advisory Board (3 years) | <input checked="" type="checkbox"/> Tree Board (3 years) |
| <input type="checkbox"/> Graham Housing Authority (5 years) | |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I have lived in Burlington/Graham for about 17 years which has allowed me to see drastic changes. This past year, I made it a mission to network with people in downtown Burlington, help market new businesses, and support local artists. I was part of the 2019 Makers Faire, with my own booth and was able to inspire more than 80 kids, parents, and grandparents to create. I am dedicated to pave the way for younger generations who want their opinions and thoughts heard!

RECEIVED

JAN 07 2020

CITY OF GRAHAM

Employment

Employer/Company Name Blue Prestige Inc.

Address 100 N. Church St.

City, State, Zip Burlington, NC 27217

Job Title and Description of Responsibilities

Sales Administrator - I support the sales team by creating legal documents for our clients, schedule appointments, follow up on sales calls, and help make sales. I an an asset to the company by being versatile and knowledgeable in every department. I

Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Mo.Arts - Administrator
Mysic Book Club - Administrator
Misfit Studio - Brand Ambassador & Promoter
Tape Evolution - Creator

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City of Graham

Volunteer Board and Commission Application



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Name William L Copeland jr

Email Address softmuffing@twc.com

Home Address 414 Green st

Mailing Address 414 Green st

City, State, Zip Graham N.C

City, State, Zip 27253

Home Phone 336-438-1880

Alternate Phone 336-380-6893

Do you live inside the city limits of Graham? Yes No

Are you applying for reappointment to a board of commission on which you are currently serving?

Yes No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- | | |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
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| <input checked="" type="checkbox"/> Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years) |
| <input checked="" type="checkbox"/> Graham Housing Authority (5 years) | |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I was raised in Graham on New ST., served 4 years in US Air Force, Retired from Verizon communication. 33 years of service. lived in graham from 1936 to 1966, mover to Florida, for job work for Fairchild Ind on test flight crew for C-130 aircraft. from 1966 to 1971. went to work for Gte phone company, that became Verizon. my wife pass away in 2018, i moved back home to Graham to be close to son. I live in Graham on Brax Court from 2000 to 2007, moved back to Florida for work related. I love Graham

Employment

Employer/Company Name verizon

Address

City, State, Zip Tamap fl

Job Title and Description of Responsibilities

SS7 design eng for East coast

Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Masonic and Shrine club member.

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APR 18 2019

CITY OF GRAHAM

City of Graham

Volunteer Board and Commission Application



The following application is used by the City Council to screen individuals interested in serving on a City advisory board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, visit www.cityofgraham.com/government/boards

Name Cheryl Ray

Email Address CherylRayPhr@gmail.com

Home Address 1183 Jersey Street

Mailing Address Same

City, State, Zip Haw River, NC 27258

City, State, Zip Same

Home Phone 919-619-6201

Alternate Phone

Do you live inside the city limits of Graham? Yes No

Are you applying for reappointment to a board of commission on which you are currently serving?

Yes No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
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| <input type="checkbox"/> Canine Review Board (3 years) | <input type="checkbox"/> Recreation Commission (3 years) |
| <input type="checkbox"/> Historical Museum Advisory Board (3 years) | <input type="checkbox"/> Tree Board (3 years) |
| <input type="checkbox"/> Graham Housing Authority (5 years) | |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I'm just becoming familiar with the Appearance Commission after receiving the November Residential Beautification Award. I'm interested in serving Graham and becoming more involved in the community in which I live and work and this role I believe would be a good role for me. Just this year I started participating in the Cooperative Extension Master Gardener program and I'm set to become an official Master Gardener in affiliation with the program in December 2019.

Employment

Employer/Company Name Alamance County Government

Address 124 West Elm

City, State, Zip Graham, NC 27253

Job Title and Description of Responsibilities

See attached
Asst. HR Director

Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Mebane Woman's Club Member (Past President/Current Member)
Alamance County HR Association (Past President/Current Member)
Mebane Business Association (Past President/Current Member)
Cone Health Charitable Board Member
Old Fields Home Owners Association (HOA) Board Member/President (8 years of service)
Mebane Community Garden - Co-Chair/Gardener
Orange County Relay for Life - Past Chair/Volunteer/Committee Leader

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NOV 21 2019
CITY OF GRAHAM

Cheryl Ray, SHRM-CP, PHR, IPMA-SCP

1183 Jersey Street ♦ Haw River, NC. 27258 ♦ (919) 619-6201 (C) ♦ CherylRayPHR@gmail.com

DIRECTOR OF HUMAN RESOURCES - HUMAN RESOURCE\SAFETY MANAGER

[A FOCUSED AND DRIVEN PROFESSIONAL THAT IS LINKING OPERATIONS AND HUMAN RESOURCE STRATEGIES]

Strategic and results-oriented Human Resources professional with a career distinguished by hard work, customer focus, commended performance, and proven results in HR and business leadership roles in service and fulfillment environments. Track record of success in collaborating with management and understanding the big picture. Recognized for being tenacious with a passion for accomplishments.

Solid business acumen with partnership approach to linking operation and human resource\risk strategies that foster results-driven organizational culture. Highly respected leader able to develop solid relationships within executive management and a diverse, multi-functional workforce. Excellent communication, employee engagement interpersonal, negotiation, influencing, and strategic planning skills.

AREAS OF EXPERTISE

- | | | |
|----------------------------------------------------|-------------------------------------|---------------------------------|
| ♦ Full-Cycle Recruiting | ♦ Staff Recruitment & Retention | ♦ Orientation & On-Boarding |
| ♦ Governmental Compliance
[FMLA/ADA/EEO/ACA/WC] | ♦ Employee Relations | ♦ HR Program/Project Management |
| ♦ HR Policies & Procedures | ♦ Benefits Administration | ♦ Training & Development |
| ♦ Process Improvement | ♦ OSHA,EPA Management | ♦ Coaching/Leadership |
| ♦ Contract Management | ♦ Workers Compensation
Reduction | ♦ Self-directed and Motivated |

CAPABILITIES

- ♦ Design and implemented several internal programs focused on creative recruiting strategies.
- ♦ Resolve employee issues with win-win outcomes for all players.
- ♦ Conduct and see results of leadership training, employee engagement, and cost reductions.
- ♦ Straight shooter able to gain and maintain respect of individuals.
- ♦ Develop value added, sustainable, and cost saving processes in safety and workers compensation.

PROFESSIONAL EXPERIENCE

Alamance County Government, Graham, NC

April 2018 – Present

Alamance County Government serves approximately 161,000 residents within fifteen communities in diverse areas throughout the County by providing an array of services including sheriff and fire protection, solid waste management, health and social services, veteran services, and cultural and recreational activities. The County HR team serves greater than 1,200 employees located throughout the County.

Asst. Human Resources Director

Provide support and leadership to the HR team by way of strategic vision and

- Oversight to all human resources functions including recruitment, hiring, training, onboarding and employee relations.
- Implementing and oversight of a revised compensation structure for recruitment and retention strategy.
- Ensuring compliance of HR policy, employee benefits and employment law on state and federal levels.
- Established, developed and preserved policy and procedure guidelines, conducting full revisions of County handbook.

Sports Endeavors, Inc., NC

August 2006-April 2018

A Catalog and Internet retail company that specializes in a variety of sports products via multiple internet sites and numerous catalogs. Lead a human resource team of 3 and upwards of 10 in peak season with an employee base of 650 team members up to 1,200 team members. Have presence and responsibility for multi-state HR support (AL & NC).

Total Rewards & Benefits Manager

Administration of all employee benefits to include medical, prescription drug, dental, vision, life/AD&D, STD/LTD, FSA,HAS and HRA accounts while reducing cost to the employer and ensuring total value of offerings.

- Oversight and responsibilities for strategic evaluation of and develop of cost effective benefit programs.

- Key contact for health and benefit brokerage firms and vendors.
- Coordinator of FMLA, ADA and Leave of Absence procedures and compliance recordkeeping.
- Audit and processing of health insurance billing and reporting.
- Organized and conducted benefit open enrollment meetings across multiple shifts.
- Documented administrative processes for benefits and compensation alignment
- Administered 401K offerings and plan for auto-enrollment and enrollment meetings.
- Ensure compliance with applicable government regulations, including regulations pertaining to PPACA.
- Implemented a new cloud based enterprise HRIS system along with a new Benefits system migrating records and transitioning all team members efficiently and on schedule.

Human Resources Manager

Manage all HR, EEOC, ADA, OSHA, HIPAA, benefits, HRIS System, open-enrollment, EAP, recruiting, workers compensation, leadership development, vendor management, strategic planning, process improvement, training, conflict resolution, attendance, orientation-onboarding, job descriptions, safety & process improvement committee, surveys, reporting, security and employee relations.

- Championed leadership safety team consisting of fulfillment managers and directors.
- Organized HR department: who does what, hold managers accountable for proper discipline, hold HR Coordinators accountable for their duties, and provide value added services to internal customers for a multi-shift operation.
- Influence managers and employees for compliance and process improvement using positive reinforcement and discipline. Held employee meetings and feedback sessions.
- Stress the importance of proper orientation and on-boarding of new employees to help reduce turnover and increase productivity. Managed union contracts at all sites.
- Conducted a salary analysis for all entry-level positions, gain budget approval and implemented changes.

Human Resources Generalist:

Managed the HR function to include recruiting, benefits, employee relations, FMLA, EEO, payroll oversight, Workers Compensation, safety, coaching, policy development, training, leadership, and grievances.

- Developed the Wellness Program “Healthy Endeavors” for the organization in partnership with a colleague for an employee driven safety program.
- Revised full onboarding program from screening, testing, and orientation with interactive videos and branded campaign messages for all new team members.
- Implemented new programs and technologies (Kronos Absence Management software, Upgraded Card Access design and printing.)
- Revised job description templates with ADA regulations in compliance with DOL standards.

Education and Certifications

B.S. Marketing & Business Administration, minor in Psychology, UNC-Greensboro, Greensboro, NC.

Society of HR Management - Certified Professional, Society of Human Resource Management (SHRM)

PHR Certification, Human Resource Certification Institute (HRIC)

IPMA-Senior Certified Professional, *International Public Management Association (IPMA)*

Essentials of HR Management, Duke University Continuing Education, Duke University, NC

Of Note

- Graduate of Leadership Alamance and Member of Leadership Alamance Alumni Association and Steering Committee Member
- Selected among peers and leaders to participate in the inaugural limited leadership program with Sports Endeavors, Inc.
- Past President, Alamance County HR Association ♦ Current member of ACHRA Chapter ♦ Mebane Woman’s Club (Past President) & Mebane Business Association (Past President), Currently serving as a Board Member for Regional Workforce Partnership Board ♦ Past Vice-Chair, Children’s Museum of Alamance County. ♦ Past Board Member Alamance County Chamber of Commerce ♦ Cone Health Charitable Foundation Board Member
- One of the 2015 Business Journals’ 40 Under 40 Leaders recipient
- 2016 Elizabeth Clay Smith Humanitarian Award recipient
- Formed HR networking group with local HR professionals in Mebane, NC area.

City of Graham

Volunteer Board and Commission Application



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Name Jada Fox

Email Address jada.fox@conehealth.com

Home Address 611 Banks Street

Mailing Address

City, State, Zip Graham, NC, 27253

City, State, Zip

Home Phone 336-534-3855

Alternate Phone

Do you live inside the city limits of Graham? Yes No

Are you applying for reappointment to a board of commission on which you are currently serving?

Yes No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Alamance County Library Committee (2 years) | <input type="checkbox"/> Graham Sports Hall of Fame Committee (6 years) |
| <input type="checkbox"/> Alcohol Beverage Control (3 years) | <input type="checkbox"/> Historic Resources Commission (4 years) |
| <input type="checkbox"/> Appearance Commission (3 years) | <input type="checkbox"/> Planning Board/Board of Adjustment (3 years) |
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| <input type="checkbox"/> Historical Museum Advisory Board (3 years) | <input checked="" type="checkbox"/> Tree Board (3 years) |
| <input type="checkbox"/> Graham Housing Authority (5 years) | |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I have recently relocated to Graham from Burlington. I am in awe of the changes and possibilities that are surrounding Graham. I would love to be a part of helping to creating wonderful changes in our community. I chose the Tree Board to begin my "career" in local government due to my love of the outdoors, after being raised on a farm in West Virginia. I love the idea of helping educate fellow citizens about the importance of native species and keeping our town beautify and healthy.

RECEIVED

JAN 22 2020

CITY OF GRAHAM

Employment

Employer/Company Name Cone Health Medical Group - Crissman Family Practice

Address 214 E. Elm Street

City, State, Zip Graham, NC, 27253

Job Title and Description of Responsibilities

CMA

Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Thank you for your interest in the City of Graham's advisory boards and commissions. Submit this application by email to: dsperry@cityofgraham.com, in person to: City Clerk's Office at 201 South Main Street, or by mail to: Attn: City Clerk P.O. Drawer 357, Graham, NC 27253

Applications will be kept on file for 3 years

City of Graham Volunteer Board and Commission Application



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Name Beverly Scurry **Email Address** bns1029@gmail.com
Home Address 2040 Watercourse Circle Apt. 204 **Mailing Address** Same
City, State, Zip Graham, NC 27253 **City, State, Zip** Same
Home Phone 336-437-7006 **Alternate Phone** 919-245-2405

Do you live inside the city limits of Graham? Yes No

Are you applying for reappointment to a board of commission on which you are currently serving?
 Yes No

If yes, for which board or commission are applying for reappointment:

For new appointments, select the board(s) and/or commission(s) for which you would like to be considered (you may select more than one):

- | | |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
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| <input type="checkbox"/> Alcohol Beverage Control (3 years) | <input type="checkbox"/> Historic Resources Commission (4 years) |
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| <input checked="" type="checkbox"/> Historical Museum Advisory Board (3 years) | <input checked="" type="checkbox"/> Tree Board (3 years) |
| <input checked="" type="checkbox"/> Graham Housing Authority (5 years) | |

Why do you wish to serve the City in this capacity? Describe the experience, skills, and abilities that you would contribute:

I was born and raised in Alamance County and returned in 2017. Upon returning, Now that I'm been back a while I want to get involved with community organizations and Board work. There are several community issues that need to be solved by diverse community members. I've worked in public health (local government) for many years and I understand how Boards operate. I have a history of participating on community councils and coalitions in my 10 years of public health work.

RECEIVED

JAN 30 2020

CITY OF GRAHAM

Employment

Employer/Company Name Orange County Health Department

Address 300 W Tryon St.

City, State, Zip Hillsborough, NC 27278

Job Title and Description of Responsibilities

As the Board of Health Strategic Plan Manager I'm responsible for leading the development of the BOH Strategic Plan; coordinating BOH subcommittees; implementing BOH Action Plans; coordinating educational session speakers for each BOH meeting; etc.

Civic Involvement

Please list the names of civic and volunteer organizations in which you currently hold membership and your position with that organization.

Alamance Racial Equity Alliance - Bylaws and Finance Committees member

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